

Advertisement for Non-Teaching position through Outsourcing Agency

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| 1. | Name of Post: | <ul style="list-style-type: none">• Server Administrator |
| 2. | No. of Post: | <ul style="list-style-type: none">• 01 |
| 3. | Essential Educational Qualifications required | <ul style="list-style-type: none">• B.Tech./B.E. in Computer Science, Information Technology, or a related discipline with 5 years of relevant experience<li style="text-align: center;">OR• M.Tech./M.E. in Computer Science, Information Technology, or a related discipline with 3 years of relevant experience<li style="text-align: center;">OR• MCA with 5 years of relevant experience <p style="text-align: center;">(Relevant experience means in the area of server administration and its related areas)</p> |
| 4. | Desirable Qualifications required if any | <ul style="list-style-type: none">• RHCSA (Red Hat Certified System Administrator) or equivalent certification in Linux system administration.• MCSE (Microsoft Certified Solutions Expert) or relevant Windows Server certification. |
| 5. | Minimum Experience (Please mention Field/ specialization and number of Years) | <ul style="list-style-type: none">• Hands-on experience in server administration, including server setup, configuration, maintenance, and troubleshooting of Windows and Linux servers in a production environment.• Experience with user management, security settings, and system hardening.• Proficiency in managing virtualized environments (VMware, XCP-ng/XOA, KVM, Hyper-V).• Experience in taking backups and restorations and planning for disaster recovery.• Good understanding of firewall, network protocols, and enterprise security best practices. |
| 6. | Desirable Experience, if any | <ul style="list-style-type: none">• Experience with the administration of HPC Servers, Familiarity with Data Centre Activities |
| 7. | Minimum and maximum Age prescribed | <ul style="list-style-type: none">• Maximum age:40 years |
| 8. | Monthly Salary Suggested (in INR) | <ul style="list-style-type: none">• Up to ₹80,000 per month (exact amount to be decided based on qualifications and experience) |

9. Job Requirements / Description
- 1. Server Administration**
- Installation, configuration, and maintenance of Windows and Linux-based servers.
 - Configuration and management of open-source server monitoring tools and software such as LDAP, AD, DNS, DHCP, CloudPanel, Virtualmin, Web Server, Database Server, RADIUS, VoIP Server (FreePBX), IPAM, etc.
 - Troubleshooting and resolving issues related to ERP hosting, web applications, and database performance tuning in coordination with web developers.
 - Configure and maintain LDAP, or Active Directory for centralized user authentication and access control.
 - Security management — monitoring enterprise security, configuring servers for compliance with institutional and cybersecurity policies.
- 2. Virtualization & Physical Infrastructure**
- Installation and management of virtualization platforms and virtualized servers.
 - Physical server setup, including RAID configuration and optimization for performance and redundancy.
- 3. Backup & Disaster Recovery**
- Define and oversee the institute's backup and disaster recovery mechanism, ensuring alignment with data protection policies and institutional priorities.
 - Implement backup mechanisms with regular validation of data integrity, perform backup audits, restoration drills, and offsite replication to ensure disaster recovery and business continuity.
- 4. System Monitoring & Automation**
- Monitor system health and performance using monitoring tools to ensure high uptime and quick issue resolution.
 - Implement scripting and automation (e.g., Bash, Python, Ansible) to streamline repetitive administrative tasks and optimize system performance.
10. Period of Engagement
- Initially for 1 year, extendable based on performance
11. Any other information
- Shortlisted candidates will be invited for an interview and technical skill test to assess their expertise in system administration.
 - Age, Education, Experience and other eligibility criteria can be relaxed, in case, if the candidate is found to be exceptionally good.
12. Last date of advertisement: **November 15, 2025**