



NATIONAL INSTITUTE OF BANK MANAGEMENT, PUNE

Invites Applications for Systems Administrator

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

The Institute has well-equipped Computer Services Center providing excellent computing facilities. The Center hosts various HP, HP Compaq, Dell servers with different operating systems like Windows Servers, RedHat Linux, etc. to which around 240 Pentium nodes are connected to form the NIBM's Local Area Network. The NIBM has its own Intranet hosted on Windows Server providing information available in the Library, Computer Center, etc. Various analytical software packages like Oracle9i, Ace-Equity, SPSS, MatLab, @Risk, etc. are installed on the servers. Latest configuration desktops and laptops with multi-media capabilities have been provided to all the faculty members. The staff has also been provided with i3 computers.

NIBM invites application from suitable candidates for the position of Systems Administrator.

Job Title: Systems Administrator

Age: 25 - 30 years can be relaxed in case of exceptional, deserving candidates with commensurate exposure

Tenure: Appointments will be offered on contract basis for two years, extendable subject to satisfactory review.

Remuneration: An all-inclusive consolidated monthly pay of Rs.32,000/-

Higher pay may be considered for exceptionally qualified and experienced candidate

Educational Qualifications and Experience:

The candidate should have a bachelor's degree in computer science, engineering or equivalent with 3-5 years relevant experience having good knowledge of networking, configuring servers, firewalls, etc. Candidates having 5-10 years' experience with Diploma in Computer Science/Certification in Hardware, Networking or relevant technical qualifications from any Govt or recognized Institute/ Polytechnic are also welcome to apply. Good written and communication skills are expected.

Key Responsibilities (indicative and not exhaustive):

He will be responsible for all networking and computer related works of the Institute. His duties and responsibilities are as listed below:

1. Installation of operating systems on server, configuration and administration for the same.
2. Adding and removing of mac-id of participants and PG students to enable/disable wi-fi facility through firewall and addressing any issued thereof.
3. Preparation and updating of quarterly Preventive Maintenance (PM) Reports of all computer hardware and UPS Systems
4. Quarterly checking of all UPS Systems which are under AMC
5. Keeping Computer Lab ready as per the programme's specific requirement and providing support on the conduct of hands-on-sessions.
6. Monitoring performance of mailing solution and related issues.
7. Installation of any hardware (Machines, Printers, Laptops, Ups, Scanners etc). or any software

8. Preparation of MIS reports for AMC Contracts
9. Attending and resolving complaints relating to machines, printers, UPS System, Network Connectivity, Internet, Email, Virus, Backups etc.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the last date prescribed for receipt of applications. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The appointment will be made on the recommendation of a duly constituted Selection Committee. The applications received in response to the advertisement will be scrutinized and the shortlisted candidates only will be called for interview
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.

Interested candidates may send their applications, with full particulars to :

The Director
National Institute of Bank Management
Kondhwe Khurd
Pune 411 048

Soft copy of the Applications are to be sent on the e-mail-id app.sa@nibmindia.org

The last date for receipt of applications is **February 7, 2018.**

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