



INDIAN INSTITUTE OF FOREST MANAGEMENT
(An Autonomous Institute under the Ministry of Environment, Forest &
Climate Change),
Post Box No. 357, Nehru Nagar,
Bhopal-462003 (M.P.) India
Website: www.iifm.ac.in, Tel No. 0755 2775716, 2773799

**Contractual Appointment for System and Network Administrator
No. IIFM/PERS/A-69 (07)/2021**

Applications are invited from eligible candidates for one post of System and Network Administrator to work in IIFM Computer Centre on contract basis.

Name of Post: System and Network Administrator

Post – One

Duration of contract: Initially for one year extendable upto three years based on performance.

Emoluments: Rs. 75,000/- p.m. (consolidated) including all allowances.

Maximum age limit: 45 years

Essential

- i. Master's Degree in Computer Applications (MCA)/ Master's in Computer Science / Information Technology from a recognized University/Institute with at least 55% marks.
- ii. Minimum experience of 5 years in relevant field of Information System/ Maintaining systems & IT Network Administration in a Government Office/ PSU/ Statutory Body/ Central/State Government Organizations/Universities/Autonomous bodies/ Centrally Funded Institutions/ Private Higher Education Institutes of national repute/ renowned corporate firms.

Desirable

- i. Candidates with professional certifications / additional in the relevant field of networking, maintenance etc. will be preferred.
- ii. Candidates with experience of having independent charge, setup of IT Systems, ERP Systems, Computer Labs, Service Configuration & Networking etc. will be preferred.
- iii. Candidates with experience of having worked with academic / research institutes will be preferred.

Job Responsibilities

- i. To perform system administration tasks, ensure proper implementation and maintenance of IT Infrastructure particularly internet services across the campus.
- ii. To coordinate with all institutional stakeholders (students, faculty, admin etc.) and government agencies (like NKN etc.) in order to ensure smooth functioning of IT services.
- iii. To ensure compliance with data integrity and security policies including oversight on administration of UTM or other security devices.
- iv. To maintain and upkeep the Institutional website as per GIGW norms of GoI and maintain oversight on institutional social media channels
- v. To manage and renew institutional domain registrations and email services.
- vi. Create procedures to manage and handle internal IT infrastructure related complaints.
- vii. To coordinate and facilitate institutional ERP activities
- viii. To coordinate the procurement of IT Equipment & allied infrastructure.
- ix. To provide advice and recommendations on improvements in methods, systems and procedures related to IT setups.
- x. To administer digital learning and online examination platforms subscribed by IIFM and interface with third party support services for resolution of technical and administrative issues.
- xi. Any other task assigned by the Institute from time to time.

Interested candidates fulfilling the above qualifications/requirements may visit our website **www.iifm.ac.in/vacancies** and may submit their applications under the link **<https://erp.iifmbhopal.edu.in/iifmapp/apply/52>** uploading self-attested scanned copy of the certificates/testimonials indicating their educational qualification and work experience. The online application link will be available **upto 17.00 hours on 15th September, 2021**. Only shortlisted candidates will be called for online interview. Mere fulfilling of eligibility criteria will not entitle a candidate to be called for the interview.

Please note that this is purely contractual position for the duration mentioned above and have nothing to do with permanent establishment of IIFM, Bhopal.

Chief Administrative Officer