

## Job Description

**Job Title** : Systems Analyst **Job Location** : Patiala  
**Position Reports To** : Head-Center of Information & Technology Management

### Main Purpose

Responsible for maintaining and administering networking, that includes the maintenance of computer networks, hardware, software, and other related systems, performing recovery operations, protecting data, software, and hardware from attacks, and replacing faulty network hardware components when necessary. Will closely work with all users within the network in order to identify potential issues and fix existing problems.

Qualification	Master’s Degree from recognized institute / university with minimum 60% marks in Computer Applications / Computer Science /Computer Engineering / Information Technology or equivalent. Equivalence certificate must be issued by AICTE.  OR  B.E / B.Tech Degree from recognized institute / university with minimum 60% marks in Computer Applications / Computer Science /Computer Engineering / Information Technology or equivalent. Equivalence certificate must be issued by AICTE.
Experience	Minimum post qualification relevant technical experience of 4-5 years  <b>Candidates with lesser experience can apply but the designation for lesser experience will be “Executive (Technical)”</b>
Competency	<b>Soft Skills:</b> Service Orientation, Excellent inter-personal skills, Excellent communication skills - both written and verbal, Planning & organizing skills, Ability to do multiple-tasking, Team working skills, Problem solving skills, Analytical Thinking, Process Oriented thinking  <b>Technical Skills:</b> Strong understanding of network infrastructure and network hardware. Able to implement, administer, and troubleshoot network devices including WAPs, firewalls, routers, switches, and controllers.

### Relationships

- **Reports to:** Head-Center of Information & Technology Management
- **Internal Relationships:** Closely works with Department Coordinators for various activities, other departments.

### Specific Accountability & Job Responsibility

#### Enterprise Network (WAN/LAN/WLAN) Configuring and Management:

- Responsible for Implementing Enterprise level Routing, Switching, Firewall and Security. Should be able to configure and deploy UTM, Core Switching in a large-scale enterprise network and multiple security levels.
- Resolving core problems of all Network & security configurations & employ security for institute needs
- Extensive knowledge in configuring Firewall, DNS, DNS caching, Virtual hosting. Management and monitor performance of ISP WAN Links. Configuring LAG groups.

- Understanding of Network routing protocols. Experience with configuration of L3 and L2 switches, VLAN creation, inter VLAN traffic, controlling broadcasting, multicasting and unicasting administration.
- Experience in configuring and maintaining Enterprise LAN and WLAN. Experience in configuring and managing WLAN Solution: WLAN controller configuration, SSIDs, IEEE 802.11e WLAN QoS (WMM and traffic priorities queues), control multicasting and broadcasting.
- Experience in NMS and its configuration. Experience of working in NOC environment. Will to work offsite on client location for resolving client issue

**Database management:**

- Database management and administration experience in Oracle and MYSQL with proven competency in Database Configuration, Backups strategy, restoration, Log Management. Strong knowledge of SQL and Database schema designs.

**ERP:**

- Determines functionality requirements, scope of the work and monitor process deployment. Extensive knowledge of different departments/sections in academic's environment like Student Life Cycle, Academics, Finance and Accounting, Inventory and Procurement, Human Capital Management, Alumni department processes, etc. of education sector.

**Private Cloud Infrastructure:**

- Responsible for configuring and maintaining Citrix XEN based Institute Private Cloud and Hypervisors. Control domain (DOMs) manages the pooling of resources and workloads running on the host. WLB, SR and VM life cycle and Management.

**Server Operating System management:**

- Server Based Computing, Ubuntu & Windows Server Administration, Migration & other Server Activities
- System monitoring/health checkups verifying the integrity and availability, reviewing system and application logs, maintain up time, patch management. Shell Scripting, Server-Side scripting to automate or schedule jobs.
- Hosting, Maintaining and administering Linux core and allied protocols like http, https, MYSQL database servers and internal server security.
- Performance tuning characterization of Web-Services for a scale-out environment

**Compensation**

Compensation will not be a constraining factor and will be the best in the sector.

Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by 05<sup>th</sup> Sept 19.

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