



TATA INSTITUTE OF SOCIAL SCIENCES
VN Purav Marg, Deonar, Mumbai, 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

No. TISS/SVE/February/2023/02

22 February 2023

Call for Application for the Post of ‘System Administrator- Information Technology(IT)’ (One Post) on Contract Basis at TISS- School of Vocational Education, Mumbai

1. General Information.

About Tata Institute of Social Sciences (TISS):

The Tata Institute of Social Sciences (www.tiss.edu), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action- oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

About School of Vocational Education (SVE)

The approach adopted by TISS-SVE is called the ‘Internship Embedded Skill Training Programme’. The Vocational Educational Programme is being implemented in India with a focus on job-specific skills rather than providing only a broad knowledge based education. The aim is to enable the students to learn the skill by engaging in internship of the industry/company along with theory training in the classroom.

2. Post Advertised with Remuneration & Last Date for Application.

- a.) Applications are invited for one post of ‘**System Administrator- Information Technology(IT)**’ to be filled on contract basis for a period of two years initially and extendable based on performance of the employee and requirements of the Institute.
- b.) **Remunerations:** Consolidated Pay **Rs. 40,000/- per month** with annual increments as per Institute’s rules

c.) **No. of Positions:** One Position

d.) **Last date for receiving application:** 7 March 2023

3. Job Description.

- Manage communications and working relationships between IT and other departments within the organization as well as multiple outside IT service providers (IT Hardware and Networking Helpdesk)
- Provide help desk and technical services assistance to on-floor employees
- To develop requirements, outlines, budgets, and schedules for information technology i.e. inventory management
- Ensure security of information technology assets, data, network access, and backup systems
- To manage Email and backup, Creation, Deletion, & Modification of SVE Emails, Mailman group List and Partners email.
- To handle IT Security Updates and IT Procurement inventory on software.
- To handle bio-metric attendance management
- G-suite administrator, creation of google online classes.
- Mailing list addition and deletion and update on daily basis.
- Managing and Maintaining Heavy Duty barcode answer sheet scanner, barcode label printer, paper cutting machine.
- Install new domain setup as per staff requirement with installation of necessary software
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- Ensure security of data, network access and backup systems.
- Configure and troubleshooting Virtual Machine and ensure that functioning properly.
- Installation of update and upgrade Ubuntu /Windows OS.

4. Essential Qualification & Experience.

- Bachelor's or Master Degree in IT/Engineering or Computer Science with minimum 3 years of experience that demonstrate abilities and competencies to handle the job.
- Demonstrated experience leading and/or managing IT projects.
- Understanding and experience with managing IT infrastructure including systems, personal computing, help desk, servers, and printers
- Ability to effectively communicate technology, infrastructure and process needs and requirements with all personnel levels.
- Practical knowledge of working in excel, power point presentation and Ms Office
- Must have good interpersonal and communication skills

5. **Email your Resume/CV to:** recruitment@sve.tiss.edu

6. General Instructions:

- ✓ Please mention “**System Administrator_IT**” in the subject line of your email.
- ✓ Applicants are advised to submit applications only through email. Offline applications will not be accepted.
- ✓ The Institute reserves the right in shortlisting the candidates. Only shortlisted candidates will be contacted for an interview through an email.

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School of Vocational Education