NATIONAL MUSEUM INSTITUTE
OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY
(Deemed to be University under Ministry of Culture, Govt. of India)
Campus: A-19, Institutional Area, Sector - 62, NOIDA, Uttar Pradesh – 201309
Registered office: First Floor, National Museum, Janpath, New Delhi – 110011
Telephone: 0120-2975619, 2975625, 2975623 **Website:** www.nmi.gov.in

Date: 15.09.2022

VACANCY NOTICE

ENGAGEMENT OF ONE TECHNICAL PERSONNEL
(IT & SYSTEM ADMINISTRATOR) ON CONTRACT BASIS

National Museum Institute is an autonomous body fully funded by the Ministry of Culture, Government of India. The Institute proposes to engage a Technical Personnel (IT & System Administrator) purely on contract basis initially for a period of one year on a consolidated remuneration of Rs.56,000/- per month subject to the qualifications and experience in the I.T. field with satisfactory performance.

The brief details are as under:
1. Name of the post: Technical Personnel (IT & System Administrator)
2. Number of Post: One
3. Remuneration: Rs.56,000/- per month (Consolidated)
4. Method of Recruitment: Contractual
5. Age Limit: 45 Years

Essential Qualification & Experience:
- MCA/M.Sc./M.Tech. (Computer Science)
- The candidate should possess an experience of minimum 5 years (Post qualification) in I.T. field (Development, Designing, Maintenance and IT Administration) in Government and Private academic institutions.

Job Description:
- Implementation and maintenance of NKN connection for high speed internet.
- Designing, development & maintenance of Web Applications, Websites, Database, Customized Software etc.
- Implementation, maintenance & operation of Web Hosting, Cloud software/hosting etc.
- Installation, maintenance and operation of Servers, Virtual Machine/Server, VPN, Networking, Firewall, Router, Internet (Wired & wireless).
- Install and configuration of software and hardware.
- Manage network servers and technology tools
- Set up accounts and workstations
- Monitor performance and maintain systems according to requirements
- Troubleshoot issues and outages
- Ensure security through access controls, backups and firewalls
- Upgrade systems with new releases and models
- Develop expertise to train staff on new technologies
- Build an internal wiki with technical documentation, manuals and IT policies
- Experience with databases, networks (LAN, WAN) and patch management
- Knowledge of system security (e.g. intrusion detection systems) and data backup/recovery.
- Ability to create scripts in Python, Perl or other language

- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent communication skills
- Professional certification (e.g. Microsoft Certified Systems Administrator (MCSA)) is a plus.
- System Administrators organize, install and support an organization's computer systems. These include local area networks (LAN), wide area networks (WAN) and other data communication systems such as intranets or internet cafes within their company.
- System Administrator is responsible for managing, troubleshooting and proactively updating hardware and software assets to prevent downtime or zero-day exploits from occurring.
- System Administrator must have excellent communication skills since they work directly with employees across an organization to understand their needs and ensure all employees can work as efficiently as possible. They also need a strong technical understanding of information systems to address issues that arise across the organization.

Interested candidates may submit their application in Application form along with photocopies of proofs of educational & technical qualifications, age, experience and other credentials by post / by hand addressed to the **Registrar, National Museum Institute, A-19, Institutional Area, Sector -62, NOIDA, UP – 201309** latest by **30th September, 2022.** The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay. To relax any of the above conditions and acceptance or rejection of application of the candidates will be at the sole discretion of the Competent Authority of National Museum Institute. Applications received after the due date will not be considered. Only shortlisted candidate will be called for the interview.

REGISTRAR INCHARGE

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APPLICATION FOR THE POST OF IT & System Administrator

1. Name of Applicant   : _____

2. Date of birth   : _____

3. Father's Name   : _____

4. Category   : GEN/SC/ST/OBC/PWD.

| Paste a duly self-attested passport size photograph here |

5. Address   :

   (a) Correspondence/Mailing   : _____

    _____

   (b) Permanent   : _____

    _____

6. Mobile/telephone number : _____

7. Email Address   : _____

8. Educational qualifications : _____

    _____

    _____

9. Working Experience in Relevant Field (please *attach curriculum vitae/bio-data*):

   Experience in IT Administration & Networking (Years & Months): _____

   Experience in Software & Website Development (Years & Months): _____

   Other Relevant Experience, if any: _____

10. Any other information   : _____

    _____

Undertaking

"I hereby undertake to inform that the above information is true and correct as per my best knowledge. I understand that if any information submitted by me is found to be false, my candidature for the post may be rejected by the National Museum Institute".

Place: ....
Date : ....   Signature..