West Bengal Industrial Infrastructure Development Corporation
(Established under West Bengal Act XXV of 1974)
Block DJ, Plot No. 10, Sector II, Salt Lake City, Kolkata 700 091

Infra/1E-9/2002/ 1161

Dt - 30.07.2021

Notice

Walk-in-interview will be held for the engagement to the post of "System Administrator" with the terms of engagement and job descriptions provided in the following table for respective post for the Administration & Land Section at the Office of WBIIDC, DJ-10, Sector-II, Salt Lake City, Kolkata-700 091 on **16.08.2021** from 12 noon. The interested candidates having age 30 – 40 years as on **01.01.2021**, may appear in the walk-in-interview at the above office along with the application furnishing a comprehensive bio-data including name, father's name, date of birth, details of SC/ST, if any, postal address with contract no. and e-mail address, details of qualifications and experiences supported by copies of documents along with two copies of passport size photograph and N.O.C. from the present employer (if any), to be mentioned in the application.

The applicants are requested to report at the Office of WBIIDC, DJ-10, Sector-II, Salt Lake City, Kolkata-700 091 by 11 a.m. on 16.08.2021 and report to Shri Apu Guha, OSD & P.A to CEO for checking of documents.

The interview will be conducted to the post and the candidates may require to stay for long period depending upon the number of applicants. Hence they are requested to remain prepared for this.

Post:

System Administrator – 1 post.

Qualifications for System Administrator:
- MCA/ BE/B.Tech IN Computer Science/ Information Technology from Government recognized Institute/ University.
- System Administration and IT Certification in Linux/ Microsoft/ IT Network.
- Working knowledge of virtualization, VMWare, or equivalent.
- Strong knowledge of system and networking software, hardware, and networking protocols.
- Experience with scripting and autonomation tools.
- Familiarity with Programming Languages API and API integration with other applications.
- A proven track record of developing and implementing IT strategy and plans.
- Tracking and updating of the hardware and software asset inventory.
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection and disaster recovery protocols.

Experience for System Administrator:
- Minimum 5 (five) years of hand-on experience as database/ network administration.
- Experience in handling of team focused on managing development/ integration of applications for new projects/ Project lifecycle/ end to end delivery of large IT programs.
- Knowledge of current and emerging IT trends in areas like Big Data/ Cloud Computing/ Cyber Security is a plus.

Responsibilities for System Administrator:
- Responsible for the maintenance, configuration, and reliable operation of computer systems, servers, network and virtualization.
- Install and upgrade computer components and software, manage servers (physical and virtual) and integrate automation processes.
- Troubleshoot hardware and software errors by running diagonistics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues.
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure.
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures.
- Lead desktop and helpdesk support efforts, making sure all web applications, workstations, and related equiptment problems and resolved in a timely manner with limited disruptions.
- Responsible for capacity, storage planning, and database performance.

Age:
30- 40 years as on 01.01.2021.

The engagement would purely temporary on contractual basis for 11 (eleven) months and monthly consolidated remuneration @Rs.40,000/- (Rupees Forty thousand) only. The contract may be renewed on satisfactory performance and on the discretion of the undersigned. Willing candidates may visit the website at www.wbiidc.org.

Chief Executive Officer
WBIIDC