



MSME TECHNOLOGY CENTRE BHIWADI

A Government of India Society
Ministry of Micro, Small and Medium Enterprises

JOB
OPENING

WALK-IN/ONLINE – INTERVIEW FOR
“SYSTEM ADMINISTRATOR”

FOR “SYSTEM
ADMINISTRATOR”

MSME Technology Centre Bhiwadi, is a high end tool room, manufacturing and a premium skill development Centre established through the Ministry of Micro, Small and Medium Enterprises, Govt. of India. It invites application for the below mentioned positions on 1-year contract basis, which can be extended, on basis of performance. Technology Centre provides an excellent chance of learning along the working on Job in production and training.

1. Trainee Engineer – (System Administrator) – Post 01.

Essential Qualification: - Any Graduation & Diploma / Certificate Course related to Computer Software / Hardware from any reputed Institution.

Preferable: - Candidates passed out from MSME Technology Centre with computer Hardware and Networking management / CCNA. **Desirable:** Excellent English Communication Skill.

Experience: - Two Year experience as a system administrator in any reputed industry / Institution.

Job description

- Maintaining computer networks, systems software's, applications software, hardware, and configurations.
- Troubleshooting, diagnosing and resolving hardware, software, and other problems.
- Aware of - DNS, Terminal Server Installation/licensing, Active Directory, IP Address and Subnets, DHCP, WAN, LAN, Basic Networking and analyzing System logs for Linux, Windows Installing and configuring software, hardware and email applications.
- Ability to quickly learn new or unfamiliar technology and products using documentation and internet resources.
- Performing daily system monitoring of all hardware, server resources, systems and key processes, application logs, and verifying completion of scheduled jobs such as backups.
- Internet, Local Networking and Printer related problem diagnose and troubleshooting.
- Maintaining Website, CCTV Monitoring and updates, Firewall Device monitoring.
- Networking Switches configuration and resolve issue, Wi-Fi Routers installation and Configurations, Intercom devises monitoring and maintenance,

Candidate fulfilling the eligibility criteria are advised to send their resume in advance to sm.tcbhiwadi@gmail.com latest by 24th MAY 2024, for short listing / ensuring suitability.

Online Interview would be conduct on 25st MAY 2024 between (09:30 AM – 04:00 PM) & **Walk-in Interview** would be conduct on 27nd MAY 2024 (09:30 AM – 11:00 AM registration time) at MSME Technology Centre Bhiwadi, Plot No - SP3, 871(A), 872 RIICO Industrial Estate, Pathredi, Bhiwadi (Rajasthan) - 301019. Contact Number 01493-242137, 242155 with their Resume, One Passport Size Photo & original Documents & One Self – attested Photocopies of all certificates. No traveling allowance will be paid for attending the Walk-In-Interview.

N.B.:- No applicant will be entertained after 12:00 Noon for Walk in Interview. No traveling allowance will be paid at the time of Walk-In-Interview.

DGM
MSME TC Bhiwadi