



NATIONAL INSTITUTE OF BANK MANAGEMENT

Invites Online Applications for Junior System Administrator

NIBM is the apex Institution for research, training and consultancy in banking and finance located at Kondhwe Khurd, Pune. The Institute provides advanced training in Banking and Finance to Officers/Executives of Banks and conducts Research in Banking and Finance. NIBM also conducts a Two Year Post-Graduate Diploma in Management (Banking and Financial Services) which is recognized by the AICTE.

The Institute has well-equipped Computer Services Center providing excellent computing facilities. The Center hosts various servers with different operating systems like Windows Servers, Linux, etc. to which around 240 nodes are connected to form the NIBM's Local Area Network. The NIBM has its own Intranet hosted on Windows Server providing information available in the Library, Computer Center, etc. Various analytical software packages like, SPSS, EViews, @Risk, etc. are installed on the servers. Latest configuration desktops and laptops with multi-media capabilities have been provided to all the faculty members.

NIBM invites application for the position of Junior System Administrator.

- Job Title** : Junior System Administrator
- Age** : Preferably not more than 30 years – can be relaxed in case of exceptional, deserving candidates with relevant experience.
- Tenure** : Appointment will be offered on a two-year renewable contract with Probation for a period of initial six months. The contract may be extended subject to satisfactory review of performance and the requirement of the Institute, to be decided by NIBM.
- Remuneration** : An all-inclusive consolidated monthly pay of Rs. 25,000/-.
- Higher pay may be considered for exceptionally qualified and experienced candidate.

Educational Qualifications and Experience:

The candidate should have a Bachelor's Degree in Computer Science/ Computer Application, Engineering or equivalent with minimum 3 years relevant experience and having good knowledge of networking, configuring servers, firewalls, etc.

Candidates having Certification in Hardware, Networking or relevant technical qualifications from any Govt or recognized Institute/ Polytechnic will be preferred.

The candidate with relevant experience of at least 3 or more years in academic or similar institution having residential campus and those with knowledge and experience of MS Office/ Microsoft 365 will be preferred. Good written and communication skills are expected.

Key Responsibilities (indicative and not exhaustive)

The Junior System Administrator will be responsible for all networking and computer related works of the Institute. The duties and responsibilities are as listed below:

- Installation of operating systems on server, configuration and administration for the same.
- Keeping Computer Lab ready as per the programme's specific requirement and providing support on the conduct of hands-on-sessions.
- Monitoring performance of mailing solution and related issues.
- Installation of any hardware (Machines, Printers, Laptops, Scanners, Cisco Webex room kit, etc) or any software.
- Preparation of MIS reports for AMC Contracts.
- Adding and removing of mac-id of participants and PG students to enable/disable wi-fi facility through firewall and addressing any issued thereof.
- Attending and resolving complaints relating to machines, printers, Network Connectivity, Internet, Email, Virus, Backups etc.
- The selected candidate may have to work in different shifts and weekends on rotation basis.
- The list of duties is illustrative and not exclusive. It is subject to changes from time to time depending upon exigencies of the services.
- Any other responsibilities incidental to the post, as may be assigned by the Competent Authority in the Institute.

Other Terms & Conditions:

- The eligibility qualifications, experience and age will be reckoned as on the date of interview. Relaxations and concessions in eligibility, if any, will be at the sole discretion of NIBM.
- The applicants reporting to the Institute in response to the advertisement will be scrutinized and only the shortlisted candidates will be considered for interview. The appointment will be made on the recommendation of a duly constituted Selection Committee.
- Merely fulfilling the requirements given in the advertisement will not automatically entitle any candidate to be called for interview.
- Interviews of shortlisted candidates will be conducted offline at NIBM Campus, Pune. No requests for change in mode of interviews shall be entertained under any circumstances. The shortlisted candidates will have to attend the interviews at their own expenses and travelling allowance will not be reimbursable for attending the interviews at Institute's campus.
- The selection of the candidate will be at the sole discretion of the Institute.

Interested and eligible applicants may submit their applications online with complete information through the following link:

<https://www.nibmindia.org/careers/>

Applications submitted through the above link will only be considered for further processing.

The last date for submission of applications is **July 31, 2024**. Applications submitted after the cut-off date will not be considered.

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