



CLUSTER INNOVATION CENTRE(CIC)

B.Tech(Information Technology & Mathematical Innovations)

B.A. Hons. (Humanities & Social Sciences)

M.Sc.(Mathematics Education)

3rd Floor, Rugby Sevens Building, University Stadium, University of Delhi Tel.No.-27666702

UNIVERSITY OF DELHI

Date: 02.09.2015

CIC/4(b)7/15/

Advt./CIC/2015/NT/4(b)7/

Applications are invited from the candidates meeting the eligibility criteria for the post of “System Analyst/System Manager” on contractual basis in the prescribed format (Annexure – I).

The appointment shall be purely on contractual basis for a period of 6 months terminable even before without assigning any reasons thereof and without prior notice. The term may be renewed based on satisfactory performance as governed by University of Delhi Rules.

Consolidated Pay: Rs.35,000/- per month + admissible leaves as per University of Delhi rules.

Eligibility Criteria

Essential Qualification:

B.E./B. Tech in Computer Science Engineering/IT OR M.Sc. (Computer Science/IT) OR MCA with three years’ work experience in managing large scale IT infrastructure and/or programming and Database management and/or Network administration in a research/ Educational institute or commercial/service industry establishment of repute.

Age Limit: 35 years.

Duties:

1. Primary duties include handling of complete IT infrastructure in Cluster Innovation Centre, extending all sorts of help in the field of Computers and networking to the users, in addition he/she should be able to provide technical support for all computer and networking related activities of the institute. Managing the Computer Centre of CIC. This includes hardware and software installation, maintenance and network management of the Computer Centre.
2. Installation and Un-Installation of Systems, Printers, Scanners and other Computer Hardware and Software at all work-stations(W/S) on all floors of CIC (Including Teaching and Non-Teaching W/S).
3. Maintaining the records and first person to attend the complaints of Laptops that are distributed among the students and Faculty of CIC.
4. Maintaining the digital classroom which has around 60 laptops; his duty includes the assurance of their working condition and sound network availability.



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5. Making arrangements of projectors and other technical work involved in conducting a seminars and workshops in the seminar hall of CIC, whenever they are conducted by the Faculty of CIC.
6. Maintaining four servers of CIC which are used for running of application software of CIC, backup and networking.
7. Managing the internal Wi-Fi system of Cluster Innovation Centre.

NOTE:

1. Applicants must fill in all the columns of this form. Failing which their application may be rejected.
2. No T.A., D.A. will be paid for attending the prescribed tests/interview.
3. Interested candidates must email their applications to – director@cic.du.ac.in in the following format, failing which application will not be considered.
4. Subject of the email application should be “Application for the post of “**System Analyst/System Manager at CIC**”. Email application containing subject other than above will not be considered.
5. The last date of applying for the post is 16th September, 2015 till 05:00 PM. Applications received after stipulated time will not be considered.
6. The list of candidates shortlisted for interview along with interview dates shall be posted on the CIC website (<https://ducic.ac.in>) any time after one week from the last date of receipt of application, no separate intimation will be sent to the shortlisted candidates.

s/d
DIRECTOR, CIC