



## भारतीय विदेश व्यापार संस्थान

### INDIAN INSTITUTE OF FOREIGN TRADE

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के तहत मानक विश्वविद्यालय)

(Deemed to be University under Ministry of Commerce & Industry, Govt. of India)

### **Engagement of Network Manager for IIFT GIFT City Campus on Contract Basis**

Indian Institute of Foreign Trade (IIFT) is a premier B-School set up by Department of Commerce, Government of India, engaged in education, training and research in the area of international business. The institute intends to engage one Network Manager for its GIFT City (Gandhinagar) Campus.

**No of Posts:** 01 (One)

#### **Essential Qualifications:-**

B.E/B.Tech in Computer Science/Computer Engineering/Computer Technology/Information Technology or M.Sc.(Computer Science) or MCA with 03 years experience in programming and Database management or Network Administration in a research /Educational Institute or commercial/service industry establishment of repute.

#### **Role and Responsibilities:**

1. Manage Institute's local site's network including hostel(s).
2. Coordinating with both IIFT Delhi and IIFT Kolkata for resolution.
3. Troubleshooting of users' complaints and timely resolution.
4. Installation of required software, server, printer etc.
5. Creation of user's credentials.
6. Coordination with ISP for immediate resolution.
7. Coordination with local vendors for IT requirements.
8. Keeping records of IT infrastructure redeployment.
9. IT stock maintenance and verification.
10. Coordinating with Delhi Campus for any updation on Institute's website and campus management solution.

**Age:** Should not be more than 35 years as on the last date of receipt of application.

**Tenure:** The appointment will be purely on contract basis initially for a period of one year. The tenure can be extended for further period depending upon performance of the candidate and requirement of the Institute.

**Emoluments:** The candidate will be paid all inclusive consolidated emoluments of Rs.60, 000/- per month.

Fulfilment of conditions of minimum qualification shall not necessarily entitle any applicant to be called for the further process of recruitment. In case of large number of applicants, IIFT reserves the right to shortlist applications in any manner as may be considered appropriate and no reason for rejection shall be communicated in any case.

IIFT reserves the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

Selected candidates will have to join immediately on receipt of offer.

Interested candidate having the above qualification and experience should only apply online through link given below latest by **25.01.2024 (5:30 P.M.)**

**Link:** [http://docs.iift.ac.in/recruit/solo.asp?jcode=NM\\_Jan24](http://docs.iift.ac.in/recruit/solo.asp?jcode=NM_Jan24)

Only the shortlisted candidates shall be informed by email to appear for written test and interview or online interview at IIFT Campus at B-21, Qutab Institutional Area, New Delhi-110016.