



INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY
(An Autonomous Institute under Department of Science and Technology, Govt. of India)
Paschim Boragaon, Vigyan Path, Garchuk, Guwahati-781035

Recruitment Notice

Advt. No.408

Date: 27.03.2023

Applications are invited from eligible Indian citizens for recruitment in the following position (contractual) at the Institute of Advanced Study in Science and Technology (IASST), Garchuk, Guwahati (Assam). Eligible and interested candidates may submit the applications online for consideration through the Institute's website <https://iasst.gov.in> on or before 26.04.2023.

- 1. Name of the post:** Jr. Network Administrator
- 2. No. of Post:** 1 (One)
- 3. Nature of Appointment:** Contractual.
- 4. Pay:** Rs 35,400.00 (Rupees Thirty-Five Thousand Four hundred only) p.m. (consolidated).
No other allowance is admissible.
- 5. Essential Qualification:**
 - a. Diploma or degree in Computer Science and Engineering/ Electronics and Communications/ Telecommunications/Computer Application/Information Technology from recognized University/Institutions with a minimum of 55% mark or equivalent grade point average with very good academic records. Preference shall be given to candidates with B.E./B.Tech./MCA degree.
 - b. Completed CCNA Training or similar training of at least 6-month duration. Preference shall be given to CCNA qualified candidates.
- 6. Experience:**
 - a. Essential:** At least 2 years of working experience in computer networking works in any reputed institution/university/organization.
 - b. Desirable:**
 - i. Working experience in administering network of multiple interconnected sites. Extensive experience of managing switches, routers and firewalls; administering and monitoring of LAN, wireless infrastructure, IP camera, IP phone, storage and server; data centre monitoring and maintenance; website maintenance and content upgradation.
 - ii. Working knowledge in hardware and software troubleshooting shall be considered as an added qualification.

- 7. Duties and responsibilities:** The selected candidate will perform routine network administration and monitoring work, managing network switches, looking after CCTV camera and IP phone network; system administration related tasks such as OS installations, patching, backups and upgrades etc.; website administration; hardware and software trouble shooting etc. The institute scientists, research scholars and staffs are to be supported fully in their various ICT requirements.
- 8. Age:** Upper age limit is 30 years on the last date of submission of application. Age relaxation applicable for SC/ST/ Woman candidate as per Govt. rule
- 9. Last date of submission of application:** 26.04.2023
- 10. Application process:** Eligible interested candidates may apply ONLINE through the Institute's website <https://iasst.gov.in> on or before the last date of submission of application. The scan copies of the self-attested certificates academic qualifications and experiences needs to be uploaded along with the online application.

11. Important Notes:

- a) Only shortlisted candidates shall be called for interview (via email). Candidates should bring original certificates and mark sheets of educational qualification, post qualification experience certificates etc. if called for interview. No TA/DA will be provided for attending the interview. Those in employment, should submit a no objection certificate from concerned employer.
- b) Mere fulfilling of the minimum essential qualification and experience does not qualify the candidates to be called for the interview.
- c) Declaration by the candidate has to be made stating that if their employer does not provide "No Objection Certificate", the candidate will resign from his present post/service, if selected.
- d) The IASST authority reserves the right to relax any of the conditions of selection and appointment on the recommendation by the panel of experts to be constituted for the selection of the posts.
- e) Only the selected candidates will be communicated both by email and with hard copy of the appointment letter after the selection process is duly completed.
- f) The IASST reserves the right to defer or decide against filling up of any one or more of the aforesaid position(s) without assigning any reason thereof.
- g) IASST follows Govt. of India norms with respect to reservation of post for different categories. However, these are open category positions.

Registrar, IASST

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