



## Terms of Reference of Asst. Computer and Network Administrator

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The primary duties of this position include operation, installation, implementation, administration and maintenance of the IT projects/plants or any related projects. The candidate is expected to ensure minimal downtime during the maintenance/administration and maintenance of the network. The candidate may be instructed /directed to carry out system administration and related tasks such as the testing and application of the patches, new releases of software and security fixes to the existing servers/storages/systems/applications. Prior knowledge/hands-on experiences on the manning of network and systems will be an advantage.

To be a successful candidate, you will need to have a strong understanding of overall operation/working of the information system including systems and networks. The **Asst. Computer and Network Administrator** shall work under the direct supervision of the Manager ICT, or the Head CDM who has been given the role to supervise the vibrant team at the project site.

### Specific Duties and Responsibilities:

- Assist the Manager ICT in the deployment, operations, monitoring and maintenance of the network and the systems.
- Install, configure, test and maintain operating systems, applications and system management tool.
- Installation, configuration and maintain, and upgrade **Radio-frequency identification (RFID)** systems, such as wireless Internet access points, cellular telephone antennas, satellite systems, amplifiers, two-way radios, and other radio equipment.
- Configure and install various network devices and services (viz., routers, switches, firewalls, network management, flow collectors and security management)
- Installation, configuration and maintain CCTV camera.
- Perform network maintenance and system upgrading including service packs, patches, hot fixes and security configurations.
- Monitor system resource utilization, trending, and capacity planning.
- Provide Level-2/3 support to the relevant stakeholders and troubleshooting to resolve issues with minimal downtime.
- Proactively monitor performance and ensure highest levels of infrastructure and systems availability and reliability
- Implement and maintain security, backup and redundancy strategies
- Reliability Analysis for equipment and system,
- Motivate and manage subordinate and other staff members,
- Ensure availability & reliability of the network/systems and the uninterrupted service at the site.
- Perform preventive maintenance of power plants annually as one of the preventive measures in close coordination with the site engineers, and Manager ICT.



- Perform such other assignments, as required by the Supervisor, Manager ICT, and the Head CDM.

### **Qualification & Experience Requirement:**

- Candidates must have minimum of **Diploma in Information Technology / Computer System & Network** (min. 2 years course duration) from reputed Institutions/Colleges and must have a minimum of 3 years of relevant work experience (excluding the study period).

### **Skill Requirement:**

- Good knowledge/skill in the administration of the network/systems.
- Good knowledge about changes/evolution of the current information technology trend.
- Experience in operation and maintenance of network/systems devices and the associated services.
- Good knowledge/skill in the administration of CCTV Security / RFID Technology
- Sound knowledge in the revival of the offline systems/networks and its components.
- Good analytical skill.
- Prior knowledge on the administration of network/system devices is one of the mandates of the candidates.

### **Other requirements**

1. SMCL Application Form
2. Curriculum vitae
3. Academic Transcripts & certificates (Class X & XII)
4. Copy of Citizenship Identity Card
5. Valid Security Clearance
6. Medical Fitness Certificate (Minimum 6 months validity)
7. 2 referrals/ recommendation letters from non-family related referees
8. Evidence of work experience (Appointment/Promotion/Separation Order)

### **Employment Type**

- Regular

### **Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing SMCL pay scales & in line with the SMCL Service Rules.



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State Mining Corporation Limited



**Place of Posting**

Chunnaikhola Dolomite Mine, Pugli, Gomtu

**Application dateline**

The last date for submission of the application is on **10<sup>th</sup> August 2021** before 5 PM. The candidates may apply with all the required documents in PDF to [hro.smcl@gmail.com](mailto:hro.smcl@gmail.com).

I, \_\_\_\_\_, hereby acknowledge receipt of the **Asst. Computer and Network Administrator's** job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name).....

CID. No. ....

Place: .....

Date: .....

**Note:**

*The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.*