

**TATA INSTITUTE OF SOCIAL SCIENCES****V.N. Purav Marg, Deonar, Mumbai 400 088**

(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/TISS/ADMN/SDS/SE/2023-01**27 Feb 2023****TISS invite applications for the following post of System Engineer – 1 no.****1. General:**

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off-Campuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

2. Essential Qualification:

- Bachelor Degree with certification in hardware, networking and system administration.
- Good Academic record with at least 50% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.
- 6 years of relevant work experience.

3. Salary:

Rs. 50,000 per month (consolidated pay)

4. Last Date of sending Applications: 07 Mar 2023

5. Experience: 6 years of working experience in maintenance of servers, networking, etc. video conferencing, AV equipment's, etc., experience using the social media platform – YouTube, Twitter, etc.,

- Expertise in managing Desktop, Laptop, Printer working with free and open source software (Windows, Linux and Mac).
- Handling with different application program with voice and video (Skype, WebEx, Zoom).
- Skills in upgrading the browser and understand the browser features to support.
- Managing social media platform of YouTube, Twitter etc., ability to upload the videos, images in social media sites.
- Ability to manage remote management tools to support for the systems which are for remote working environment.
- Working with Ticketing & IT Inventory System for maintaining the calls and equipment.
- Managing the networking switches, routing, IP address as part of system administration skills.
- Managing and configuring the centralised network printer and printer installations.
- A proven track record of working with organisation management in developing and implementing IT strategy and plans)

6. Nature of the Job:

The Engineer will assist in establishing the development of the course, delivery of the courses through online mode and will report to the Project leader and team. He/She will facilitate development of the portal and also assemble the suite of IT and technical resources that the project requires.

Provide support to the request received from the users for to the users in managing their desktop, laptop, network wired, wireless. Ensure the availability of the network devices W-Fi access points and network switches are checked and provide necessary troubleshooting to keep the uptime of the services. Provide IT support for the classroom and other office rooms. O/S management of Windows and Mac systems in the environment including both routine updates and planning and management of longer-term infrastructure upgrades, asset management and Software management.

Provide support in the uploading the course content, working with images and short videos to the course material. Upload on the material in the Learning management Systems and YouTube Studio. Perform troubleshooting as required lead problem-solving efforts often involving vendors and other support personnel and/or organizations. Interact with various OEM's and vendors to discuss various requirements of TISS IT infrastructure and asset management. Support for maintaining the Institute network and data centre management.

Other Conditions

1. The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the above procedure.
2. Since applications received will be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.
4. In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

Period of appointment : one year initially and extendable based on performance of the candidate and requirement of the Institute.

Application Process and Interview.

1. Candidates are requested to send their application to recruit-itsmc@tiss.edu
2. Short-listed candidates will be informed over e-mail and/or mobile phone to appear for the interview to be conducted at TISS, Mumbai or through an online platform.

Note: The selected candidate has to join immediately or within 15 days of intimation of their selection

Offg. Registrar