

STATE TRADING CORPORATION

SCHEME OF SERVICE

Post	:	Systems Administrator
Code	:	STC 29
Salary	:	Rs 26300 x 775-32500 x 925-37125 x1225- 40800 x 1525 - 49950 x 1625-56450
Qualifications	:	<ol style="list-style-type: none">1. A post “A” Level Degree in Computer Engineering or related fields. <p style="text-align: center;">Plus</p>2. Two years’ post qualification experience in systems administration and support.
Skills required	:	Should have administration and support skills in the following: <ul style="list-style-type: none">• Database Administration (Oracle, SQL Server), and Windows Servers Operating Systems (2008, 2012 R2), and Windows Desktops;• Solid understanding of networking and security technologies, and management of Network Applications such as Email, Intranets, DNS; and• Should be results-oriented, self-motivated, have good communication and interpersonal skills and be able to work in a team environment with minimal direction.
Responsible	:	To the IT Manager.
Duties	:	<ol style="list-style-type: none">1. To ensure smooth running of IT infrastructure and Services;2. To develop and implement proper security policies and standards and manage and monitor enterprise security systems such as firewalls, intrusion detection systems, anti-virus systems and;3. To provide technical support to users and perform first level troubleshooting of IT Infrastructure (hardware,

software and network) and liaise with suppliers for more complex troubleshooting and repairs, and

4. To purchase and maintenance of IT equipment and accessories (specifications, tendering, licensing, maintenance agreement.
5. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Systems Administrator in the roles ascribed to him/her.

Date:30 April 2018