



**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-365

Date: 03/09/2022

Applications are invited 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 23.09.2022.

- 1. Name of the post:** Network and System Administrator.
- 2. No. of Post:** 1 (One)
- 3. Nature of Appointment:** Contractual.
- 4. Pay:** Rs 56,000.00 (Rupees fifty-six thousand only) p.m. (consolidated). No other allowance is admissible.
- 5. Qualification and Experience:**
  - a. Essential:**
    - i. B.E./B.Tech/M.Sc in Computer Science/Information Technology or MCA with a minimum of 55% mark or equivalent grade point average with very good academic records.
    - ii. Qualified CCNA
    - iii. At least 5 years of working experience of network and system administration works/relevant area in any reputed institution/university/organization.
  - b. Desirable:**
    - i. Considerable working experience in managing network switches, routers and firewalls; administering and monitoring of LAN, wireless infrastructure, IP camera, IP phone system, storage and server independently; managing and analysis of security logs and threats and taking counter measures; data centre monitoring and maintenance; directory services, Linux Server Administration, MS-Windows Server 12/16/19 and virtual server environment (like VMware), website maintenance and content upgradation.

- ii. Candidate having working experience with e-governance, e-procurement etc. will be preferred.
- iii. Working knowledge in cloud environment, managing and maintenance of VPN services, administration and working knowledge in Linux server, mail server and FTP environment will be considered as an added qualification.

**6. Duties and responsibilities of the post:** The selected candidate will perform routine network administration and monitoring work, managing network switches, routers and firewalls; system administration tasks such as OS installations, patching, backups, upgrades and system restarts for servers deployed for eGovernance, email, internet access, etc.; administration work of various software systems; website administration and eProcurement; hardware/software trouble shooting; coordination with other departments/vendors for services, upgradation etc. and development of programs/scripts for various automation tasks. The institute scientists, research scholars and academic staff are to be supported fully in their web based information requirements. The selected candidate shall help the Institute for planning, implementation and management of required IT resources for both scientific work as well as office automation of the institute.

**7. Age:** Upper age limit is 35 years on the last date of submission of application. Age relaxation applicable for SC/ST/ Woman candidate as per Govt. rule and for exceptionally brilliant and deserving candidate to be judged by the screening and the selection committees.

**8. Last date of submission of application:** 23.09.2022

**9. 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.

**10. Important Notes:**

- a) Only shortlisted candidates would be called for interview (via email). Candidates should bring original certificates and mark sheets of educational qualification, post qualification experience certificate 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