

**This is a position of System Administrator for the Division of Data Management & Informatics Project at St. John's Research Institute, Bangalore.**

**Post** : System Administrator

**Reports to** : Head of the Dept/I.T Manager

**Desirable:**

- Expertise in installing, supporting and maintaining Microsoft Operating Systems like 2003/2008 Servers, windows XP, Vista and Windows 7.
- Expertise in Microsoft ADS and related Group Policy
- Expertise In Windows DNS and DHCP
- Expertise in system performance tuning, Space Management, user management and security management.
- Knowledge in configuring and maintenance of NAS
- Knowledge in configuring outlook and outlook Express.
- Excellent communication Skill and ability to work with other employees and vendors
- Motivated self- starter personality
- Able to work independently

**Scope of Work:** Highly motivated individual, to lead a team responsible for deliver system administration services on Microsoft 2003/2008 server environment. You are responsible for the team objectives in designing delivering and maintaining innovative and well architecture solution on Microsoft Technologies.

**Functional Area:** Servers and Systems

**Qualification:** BE/B.Tech or MCA with MCSE/MCSA certification.

**Experience:** 3-5 years Experience (2003 / 2008 windows Server) in a system administrator role.  
Knowledge in Web Management, Linux and Networking are added advantage.

**Application Due:** 15<sup>th</sup> July, 2011

**To Apply** : E-mail cover letter and CV to [ddmi.sjri@gmail.com](mailto:ddmi.sjri@gmail.com) with job title as subject heading.