

**Post Name**

System Administrator

**Introduction**

GSFC University is incorporated under the Gujarat Private Universities (Second Amendment) Act 2014. The vision behind establishing this distinct University is societal development through relevant and cutting edge knowledge in frontier areas of professional growth. GSFC-U presently offers courses in Engineering, Science, and Management with major emphasis on skill development and producing industry ready manpower.

Individuals with strong inclination towards academics and having an innovative approach to develop industry- ready talent are invited to join our endeavor.

Explore a wide spectrum of opportunities ranging from administration to academics at GSFC University.

The recruit shall be responsible for developing students and making them proficient in the subject and to facilitate & encourage a learning experience which provides students with the opportunity to achieve their individual potential.

**Roles & Responsibilities**

The recruit shall be responsible for:-

- Install, configure, and maintain computer systems and networks
- Configure and manage networking in AIX/LINUX/MICROSOFT. Skills to administrate RHEL OS servers, Storage Admin, SAN Switch admin, Windows 2011+, Scripting.
- Patch Application Management, Antivirus management
- Applying operating system updates, patches, and configuration changes.
- Monitor system performance and troubleshoot problems
- Manage user accounts and permissions
- Implement and maintain security policies and procedures
- Backup and restore databases
- Perform database performance tuning and optimization
- Provide technical support to users
- IP Management / L2 & L3 Switches & VLAN Configuration
- DC LAN management, Router Configuration
- Network Traffic management & Monitoring
- Switch port detail update/management
- Firewall rule set management
- Firewall configuration management
- Server Documents, Network document updates whenever changes are made.

### **Database Administration:**

- Manage and maintain SQL databases to ensure optimal performance, security, and reliability.
- Install, configure, and upgrade database software and related tools.
- Create and maintain database schemas, tables, and other database objects.
- Monitor database performance, troubleshoot issues, and optimize queries for efficiency.
- Backup and Restoration:
- Develop and implement database backup and recovery strategies to prevent data loss.
- Schedule and execute regular database backups, ensuring data consistency.
- Perform database restorations in the event of data corruption, hardware failures, or other disasters.
- Test and validate backup and restoration procedures to ensure their effectiveness.

### **Security and Access Control:**

- Implement and maintain database security policies, roles, and user access controls.
- Conduct regular security audits and apply patches and updates as needed.
- Ensure compliance with data protection regulations and best practices.
- Performance Optimization:
- Analyze and optimize SQL queries for better performance and efficiency.
- Monitor system resources, such as CPU, memory, and storage, to identify and resolve bottlenecks.
- Proactively identify and address potential performance issues before they impact operations.

### **Documentation and Reporting:**

- Maintain detailed documentation of database configurations, backup processes, and security policies.
- Generate reports on database performance, backup status, and resource utilization.

### **Collaboration:**

- Work closely with software developers, network administrators, and other IT teams to support database-related requirements for application development and deployment.

- Collaborate with vendors and support teams to resolve database-related issues.

**Disaster Recovery:**

- Develop and maintain disaster recovery plans and procedures to ensure business continuity in case of data loss or system failures.
- Participate in regular disaster recovery drills and refine procedures as needed.

**Qualification**

- Bachelor’s degree in Computer Science, Information Technology, or a related field
- 3+ years of experience in system administration
- 2+ years of experience in database administration, including SQL
- Experience with backup and restoration of SQL databases
- Excellent problem-solving and analytical skills
- Strong communication and interpersonal skills

**Preferred Qualifications**

- Experience with cloud computing platforms (e.g., AWS, Azure, GCP)
- Experience with scripting languages (e.g., Python, PowerShell)
- Experience with virtualization technologies (e.g., VMware, Hyper-V)
- Experience with containerization technologies (e.g., Docker, Kubernetes)
- Experience with domain management tools (e.g., Active Directory, Server Management, Cloud Antivirus Management)

**Reporting**

Director/Assistant Director (Administration), GSFCU

**Remuneration**

Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.

The salary shall have following components -

- A. The core salary
- B. PF as per applicable statutory norms
- A. Increment based on PMS score as per the PMS policy for Non Teaching staff

**Other Benefits**

- Group Mediclaim Insurance Policy and Group Personal Accident Policy
- Treatment at GSFC Medical Center on applicable terms

**Selection Procedure**

**Stage 1 - Written Ability Test**

HR will conduct a written ability test of all present candidates. As a part of the procedure, you will be required to write an application/Essay/Paragraph on a given topic. This test shall

comprise a weightage of 50 marks which will be required to be completed in 20 minutes. This test is to analyze the content for grammar, punctuation, and handwriting. Committee will assess the content and the qualifying score will be 30.

### **Stage 2 –Personal Interview**

Interviews of the short listed candidates will be conducted by the committee members.

HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies & how he/she approaches tasks and solves emerging issues relevant to his. /her field. The solved case study will be extensively discussed with the Selection Committee during the interview (if required).

### **Tenure of Appointment**

The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance management policy i.e. PMS for Non Teaching staff.

### **Location**

Vadodara, Gujarat.