

# **ARMY INSTITUTE OF MANAGEMENT & TECHNOLOGY (AIMT)**

Plot No- M-1, Pocket P-5, Greater Noida (UP)

E-mail: vacancy@aimt.ac.in tele No 01202343503 or 8527157533

## **REQUIRED ADMINISTRATIVE STAFF**

### **APPLICATIONS WITH BIO-DATA INVITED FOR THE POST OF ADMINISTRATIVE STAFF FOR INSTITUTE (Last date for submission of application: 20 Sep 2020)**

<b>Post</b>	<b>Qualification and Experience</b>	<b><u>Responsibilities :</u></b>
Asst Network Administrator	<p>(i) Medically fit preferably Cat Shape-1</p> <p>(ii) Age below 53 yrs</p> <p>(iii) <b><u>Minimum Educational Qualification:</u></b> Diploma in Computer Science/ Computer Application / Information Technology from a recognized University.</p> <p>(iv) <b><u>Desirable Qualification:</u></b> Professional certifications/ Diploma from recognized bodies in the area of networking / system administration</p>	<p>(a) Fully Supporting configuring maintaining and upgrading organizational networks including Wi-Fi and in-house servers.</p> <p>(b) Configuring and Installing new server hardware and applications.</p> <p>(c) Maintenance of AIMT website and social media sites.</p> <p>(d) Operating System, other software maintenance and up gradation.</p> <p>(e) Managing College ERP and CCTV</p> <p>(f) Maintaining records of all IT infrastructures.</p> <p>(g)Regular backups and retrieval ao all information.</p> <p>(h) Monitoring security.</p>