



## **The Handicrafts & Handlooms Exports Corporation of India Ltd.**

(A Government of India Undertaking, under the Ministry of Textiles)

Corporate Office, A-2, Sec-2, Udyog Marg, Gautam Budh Nagar, Noida-201301, UP

**Applications are invited from eligible candidates for One full time "Senior System Administrator" and One full time "Assistant System Administrator" purely on Contract Basis.**

### **A) Senior System Administrator -1 Nos., Noida**

The Candidate should have sufficient working knowledge of **hardware, networking**, software installation, Internet protocol etc. Knowledge of Tally and Busy Accounting Software, Photoshop, CAD etc. The candidate should have experience in installing and configuring operating systems, **all kind of hardware** devices and drivers, trouble shooting of Server, Networking issues, Hardware, Software issues and Internet Issues.

**Education:** Science Graduate - Any Specialization, Diploma or Degree in Computers Hardware and Networking.

**Age: Maximum 35 years.**

### **JOB DESCRIPTION :**

- Provide technical support for both hardware, Networking and software issues our users.
- Manage the configuration and operation of unit-based computer operating systems
- maximizing network performance by monitoring performance, troubleshooting network problems and outages, scheduling upgrades and collaborating with network architects on network optimisation;
- undertaking data network fault investigations in local and wide area environments, using information from multiple sources;
- securing network systems by establishing and enforcing policies, and defining and monitoring access;
- the support and administration of firewall environments in line with IT security policy;
- Monitor the system daily and respond immediately to security or usability concerns
- Server maintenance and resolve issues.
- Create and verify backups of data
- Updation of Website on regular intervals.
- Respond to and resolve issues immediately at the requests of user.

- Upgrade systems and processes as required for enhanced functionality and security issue resolution.
- Administrate infrastructure, including firewalls, databases, malware protection software and other processes.
- Review application logs.
- Install and test computer-related equipment.

**Remuneration:** (i) INR 2,50,000 - 3,00,000 P.A..

(ii) There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time.

(iii) Actual re-imburement for local conveyance will be given for official duty only. No TA/DA will be given to the Consultant except for official requirement sanctioned by CMD.

**Industry:** Export Manufacturing/ Trading / Retail etc.

**Functional Area:** IT Software - Application Programming , Website updation, Hardware and Server Maintenance, Firewall, Backup, Security, Networking LAN-WAN etc.

**Role Category:** Admin / Maintenance/ Website maintenance and updation/ Security / Data backup & warehousing.

**Role:** Senior System Administrator

**Employment Type:** Contractual, Full Time

**Experience:** Minimum 5 years full time work exp.

**Location:** Noida

### **A) Assistant System Administrator -1 Nos.**

The Candidate should have sufficient working knowledge of **hardware, networking** ,software installation, Internet protocol etc. Knowledge of Tally and Busy Accounting Software, Photoshop, CAD etc. The candidate should have experience in installing and configuring operating systems, **all kind of hardware** devices and drivers, trouble shooting of Server, Networking issues, Hardware, Software issues and Internet Issues.

**Education:** Science Graduate - Any Specialization, Diploma in Computers Hardware and Networking. Web Development.

**Age:** Maximum 30 years.

**Remuneration:** (i) INR 1,80,000 - 2,40,000 P.A..

(ii) There shall be a deduction of Tax at Source (TDS) as per the rates of TDS fixed by the Govt. for professional from time to time.

(iii) Actual re-imburement for local conveyance will be given for official duty only. No TA/DA will be given to the Consultant except for official requirement sanctioned by CMD.

**Industry:** Export Manufacturing/ Trading / Retail etc.

**Functional Area:** IT Software - Application Programming, Website maintenance and updation, Hardware Maintenance, Backup, Security, Networking LAN-WAN etc.

**Role Category:** Admin/Maintenance/Security/Data backup & warehousing.

**Role:** Assistant System Administrator

**Employment Type:** Contractual, Full Time

**Experience:** Minimum 3 years full time work exp.

**Location:** Noida

**Mode of application and selection:**

(i) Applications to be send to

Dy. Manager (HR & Admin)  
The HHEC of India Ltd.  
A-2, Sec-2, Udyog Marg, Gautam Budh Nagar,  
Noida-201301, UP  
E-mail: hhecjobs@hhecworld.in

Candidates may send their details CV and supporting documents relating to their Qualifications and Experience of their applications through Speed post/ E-mail.

The top of the envelope should superscripted as “**Application for the Post of "Senior System Administrator/ Assistant System Administrator on Contractual Basis"**”

**Applications should be reached within 21 days from the date of the publication i.e. On or before 25.06.2018 upto 05:00 pm. Applications received after due date and time will not be considered.**

## **Terms of Services:**

1. The candidates performance will be reviewed in every six months.
2. The Candidature will be cancelled at any stage of engagement process or after joining in case any information provided by the candidate is found to be false. Management has reserve its rights to increase/decrease the no. of posts based on requirement.
3. This contract does not confer upon any right for regular appointment/absorption in the Corporation and will have no legal claim for it.
4. During the period of contract, consultant will work with HHEC on full time basis and not to be allowed to take up any other assignment during the period of consultancy
5. The applicant who fails to appear before the Selection Committee for interview on the scheduled date and time or to resume duty within shorter notice of 10 working days after issue of engagement letter, he/she will forfeit his/her candidature.
- 6. Tenure of Engagement:** The tenure of engagement shall be for a period of one year from the date of joining. The period may be renewed every year as per requirement of the Corporation and based on the performance of the Candidate.
- 7. Working Hours:** The duration of working hours is from 9.30 am to 5.30 pm with half an hour lunch break from 1.30 p.m. to 2.00 p.m. on five working days from Monday to Friday. In exigency of work you may require to work beyond office hours / holidays / weekly days of rest for which no extra remuneration will be paid but normal conveyance will be paid as per HHEC rule. The punctuality should be maintained.
- 8. Accommodation:** HHEC's Residential Staff Quarters will be allotted, On request and as per the entitlement of HHEC's Residential Apartment's Allotment rules subject to availability of the quarters. If quarters is allotted and in case of availing HHEC's Accommodation, HHEC will be recovered rent Rs.5,000/- (Rupees Five Thousands only) per month from the consolidated pay.
- 9. Termination of services:** The services of contractual person may be terminated by the Management without any notice for any lapse/irregularity committed by him/her or the work and conduct not found satisfactory or absence without prior sanction of HOD or on attaining the age of 65 years. However in normal course both the party will serve one month notice period or payment in lieu of.
- 10. Entitlement of leave:** The persons engaged as Senior System Administrator/Assistant System Administrator shall be eligible for 12 days Casual leave in a calendar year on pro-rata basis. Thereafter, he/she shall not draw any remuneration in case of his/ her absence beyond 12 days in a year (calculated on pro-rata basis). Also un-availed leave in a calendar year cannot be carried forward to next calendar year or en-cashed at the end of the tenure.
- 11. Integrity and devotion:** Candidate shall faithfully serve for HHEC, obey it's lawful commands, keep in secret, diligently and carefully learn, perform the job/duties assigned to him/her. You shall also maintain absolute integrity and devotion to duty. Misconduct or causing loss to HHEC property, if any, during the contract period of engagement, will attract

penal action. Candidate shall be responsible for the charge and care of items / property entrusted to him/her by the HHEC.

**12. Execution of Bond:** Candidate are required to execute a bond, before the joining to the post, on non-judicial stamp paper of Rs.200/- . The Text format to be provided along with the appointment letter..

**Important Note:**

1. The furnishing of false information or suppression of any factual information in the Form would be a disqualification for the engagement.
2. If the fact that false information has been furnished or that there has been suppression of any factual information in the form comes to notice at any time during the engagement of retired employee, engagement/contract will be terminated without any notice immediately and the remuneration paid will be refunded/deposited to HHEC. Any action as deemed fit by HHEC Management may be taken.