

RECRUITMENT OF DATABASE ADMINISTRATOR (ORACLE) **FOR IT DEPARTMENT IN CHENNAI**

Post Code: Manager/Senior Manager-TN/ Dec 2021

Position: Cadre - Manager/Senior Manager

Location: Chennai

Profile:

For IT Department (Manager/ Senior Manager Cadre):

The DBA will be responsible for the maintenance of Oracle database, including installation, performance tuning, backup, periodic retrieval, ensuring data integrity, etc in Data Centre, DR Centre, and UAT in Linux / Windows environment. The DBA will also be responsible for the maintenance of databases as per Statutory / IS Audit requirements.

Eligibility:

For Manager& Senior Managers:

- I. Age not exceeding 28 years as on 01-12-2021 (relaxation generally up to 40 years of age can be considered based on commensurate, relevant prior experience)

Desired Profile:

- I. Minimum 3 years of experience in Database Administrator (Oracle). For further age relaxation, commensurate additional experience would be required.
- II. Early joining will be preferred.
- III. For recruitment in all cadres, candidates (external) having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.

Educational Qualification:

- Graduate (preceded by 10+2/Diploma) in BCA, B Tech/ BE in CS/ IT/Circuit Branch from a UGC recognized university. Graduates from Open University will not be considered. Post-graduation such as MCA, M Tech etc. will be preferred.

Additional Qualification:

- Oracle certifications like OCA / OCP/ OCM

Job Description:

- Good communication skill - verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Installing and configuring Oracle.
- Proactively monitoring the database's health and taking preventive or corrective action as required.
- Monitoring and tuning performance
- Making database backups and performing recovery when necessary.
- Managing users and security.
- Database design.
- Patching, upgrades of all components of the system.
- Performing upgrades of the database and software to new release levels
- Managing the database's storage structures.
- Managing schema objects, such as tables, indexes, and views

Key Competencies required:

- Good communication skill – verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Target orientation

Key Skills required:

- Create and maintain SQL and PL/SQL queries and Shell scripts
- Evaluating database server hardware
- Proficiency in Linux Operating System
- Oracle High Availability Solution (Oracle Data Guard)
- Oracle scalability solution (Oracle RAC)
- Oracle 19c database administration experience
- Good hands on performance tuning experience

Pay & Perquisites:

Starting CTC ranging between from Rs. 7-10 lakhs per annum (fixed + variable, depending on fitment based on experience, performance in the selection process). However, experienced candidate would be compensated suitably as per market norms and Management discretion.

PROBATION: 1 year (extendable based on performance)

Others:

The Cadre fitment (Manager/ Senior Manager) will be done based on performance of the candidate in selection process, prior experience and the decision of the Company will be final and binding.

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent only by post/ courier. Applications sent in any other format/ sent by any other mode will not be considered.

Applications in a sealed envelope super-scribing the “Application for the post of Data Administrator (Oracle)/Chennai - December 2021” shall be forwarded to the address as given below to reach the addressee on or before 5.00 PM December 27th 2021:

**The Deputy General Manager (HR)
Repco Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy
Chennai- 600 032**

Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible candidates of Repco Group of institutions (other than RHFL employee, as they are not permitted to apply), NOC from the Competent Authority has to be obtained before applying for the above position.
