RECRUITMENT OF NETWORKING ADMINISTRATOR
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 Network/Security Operations Engineer will be responsible for the maintenance of the corporate network and security infrastructure. This individual will be also responsible for administration of network security hardware and software, initiating, responding and escalating network and security related incidents.

Eligibility:

For Manager& Senior Managers:

1. Age not exceeding 30 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 5 years of experience in BFSI Domain. 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:

- CCNA certified or equivalent level of knowledge.
- Deep understanding of network protocols (ICMP, UDP, TCP, SNMP, DHCP, DNS etc.); IP filtering and firewalling, Routing (Static routes, EIGRP, OSPF), Switching (VLANs, STP) .
- Networking and Security certifications will be an added Advantage.
- NOC/IT Service desk previous experience will be an added Advantage.

Job Description:

- Day-to-day network/security and essential IT systems monitoring, ensuring their constant availability and usability.
- Assists in troubleshooting and remediation of assigned systems and third parties to ensure timely and effective resolution.
- Escalation of complicated incidents to higher support levels if required.
- Tracks incidents through to resolution.
- Preemptively reacts to prevent possible service outage/downgrade (saturated LAN/WAN links etc.).
- Maintenance of network/security monitoring, analysis and reporting tools.
- Monitors and ensures consistency and up to date of Network/Security systems with periodical reports.
- Performs other related duties as may be required.
- Planning Network Architecture, Implementation and support, Create and update network designs / Diagrams and Documents as per project / customer /audit requirement
- Co-coordinating with the ISP and vendors for the implementation of devices, applications and Link-commissioning and troubleshooting.
- Raising TAC cases with Cisco, Lenovo, HP and Fortinet team for troubleshooting the issues in network on urgent basis.
- Planning Network Architecture, Implementation and support, Create and update network designs / Diagrams and Documents as per project / customer /audit requirement
- Manage overall Network and Security Infrastructure.
- Identify risks throughout critical processes and systems and assess the mitigating controls in Planning network Architecture, Implementation and support, create and update network
- Datacenter migrations, shifting Network Traffic between the Datacenters and Patching of critical devices like Cisco routers, Cisco Nexus switches, HP SAN switches and Fortigate Firewalls
- Implementing, Monitoring and Administration of Devices like Router, Switches, firewalls at branches and Data Centre.
- Network, Bandwidth planning & up-gradation, Hardware sizing and new link commissioning, designing and deployment using LL, E1 and MPLS links.

- Planning and scheduling for Deployment of Network components, Implementing new sites and Change Management.

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:

- Managing Firewall,
- IPS,
- IDS,
- Endpoint Security,
- Routing,
- Switching,
- Monitoring tool (Both Network and Servers)

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 Networking Administrator /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
<u>**Chennai- 600 032**</u>
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. <u>No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.</u>
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

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