

**RECRUITMENT OF SYSTEM ADMINISTRATOR**  
**(Windows/Linux/VMware) 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 Windows/VMware /Linux System Administrator will be responsible for the maintenance of the corporate VMware infrastructure implemented with Windows and Linux based Operating systems. This individual will be also responsible for administration of Lenovo / HP Hardware installed in Data Centre with operating systems of Windows, VMware and Red Hat and other application software, initiating, responding and escalating Data Centre 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 System Administrator (Windows/ Linus/ VMware). 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:

- Microsoft certified (Server Administrator) or equivalent level of knowledge.
- VMware certified Professional or equivalent level of knowledge.
- Basic understanding of Linux platform.
- Banking Sector Service/Support as previous experience will be an added advantage..

## Job Description:

- Installation, configuration, tuning and management of servers (Windows Server 2008 R2, 2012 R2, 2016 & 2019).
- Administer and support core Microsoft Windows Server, Windows AD and VMware technologies
- Manage planned and unplanned server power outages, and well versed with pre and post reboot server health checks.
- Server patching using WSUS & Big fix tool knowledge would be added advantage.
- Good knowledge on rack servers like HP & Lenovo, basics of ILO and IMM.
- Troubleshooting server resources utilization (CPU, MEMORY & DISK IO's)
- Perform activities related to change management (e.g., creating change requests, prepare for change create scripts, configuration files etc.), and all changes shall be managed through Change Control Procedures.
- Coordinating with local Global site support staff & datacenter hosting providers for hands and feet support.
- Good knowledge on core Active Directory & AD Disaster Recovery.
- Managing OU, Sites and Services, User Groups, Map Drive policies, GPO and GPP Management
- Troubleshooting AD Replication issues. Basic knowledge of ADLDS.
- Working knowledge of DNS, DHCP management
- Working on User Profiles, DFSR & DFS Namespace.
- Basic troubleshooting knowledge Time issues (NTP).
- AD Manager, Audit plus and PowerShell skills would be added advantage.
- Hands on experience on VMware Virtualization and VMware ESXi Hypervisor installation and Configuration.
- Hands-on experience with vSphere systems administration and support including VMotion, HA, Vcenter, and storage migrations.
- Deploy Virtual Machines and use Clones, Snapshots, and templates.
- Must have knowledge on VMware Virtual Networks, VMware Virtual Switches and Port Groups.
- Good Knowledge on vSphere, Thin provisioning and Thick Provisioning.
- Basic knowledge in physical hardware configuration, support and upgrade for hardware like, CISCO, HP, Dell etc.
- Proficiency in Systems Administration in RedHat (Installation, Configuration, Upgrading & Maintenance).
- Day-to-day tasks include troubleshooting Linux and windows desktops.
- Deploying, Configuring and maintaining Redhat servers
- Installation of SSL in various hosting environments.
- Basic Knowledge of Protocol, LAN and WAN
- Handling Firewall policies in Linux
- Performs other related duties as may be required.

### 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 Server at Data Centre
- Installation and Implementation of Windows and Linux servers along with storage
- Managing and Monitoring VMware (Both Windows and Linux).

### 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 System Administrator(Windows/Linux/VMware) /Chennai - December 2021”** shall be forwarded to the address as given below to reach the addressee **on or before 5.00 PM December 27<sup>th</sup> 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*

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