



Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

Job Description

About BITS, Pilani	Birla Institute of Technology & Science, (BITS Pilani) is an Institution declared as Deemed to be University under Sec. 3 of the UGC Act in 1964 and is a renowned science and technology institute. It is located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, and Hyderabad.
Industry/Service	Higher Education
Post/Job Title	Systems Administrator in Admission's Office
Job Type	Regular
Reporting to	Faculty In-charge, First Degree Admission
Will also work very closely with	Internal: Faculty, Staff and Students External: Vendors associated with Admissions
No. of positions	One
Location	Pilani
Principal Accountabilities & Responsibilities	<ul style="list-style-type: none"> • Troubleshoot hardware and software issues related to internal IT • Plan, organize, control and evaluate IT and electronic data operations • Ensure security of data, network access and backup systems • Help define IT infrastructure strategy, architecture, and processes • Installation and configuration of Operating System, Web Applications on Servers • Develop, Maintain and update websites, Troubleshoot website problems, Monitor website traffic • Write well designed, testable, efficient code by using best software development practices • Able to develop a software for the course allotment during admission process. • Configuration & Deployment of any kind of payment gateway with web application • Configuration of SMS gateway with web application. • Send Bulk email on regular basis.
Other Skill and Ability Requirements	<ul style="list-style-type: none"> • Operating systems, networks, software applications and hardware platforms. • Proficiency with at least one of the following programming languages: PHP, ASP.NET, JAVA, Python. • Web Development Framework Django, Ruby on Rails, Angular. • Proficiency in front-end development web programming languages such as HTML/XML and CSS, JQuery, and JavaScript. • Proficiency in graphic design software including Adobe Photoshop, Adobe Illustrator, and other visual design tools. • Candidate must have a strong understanding of UI, cross-browser compatibility, general web functions and standards. • A solid understanding of how web applications work including security, session management, and best development & deployment practices • Basic knowledge of Search Engine Optimization process • Knowledge of SSL Certificates & Deployment. • Knowledge of Social media marketing • Hands on experience with SQL • Knowledge of Oracle Server, SQL Server or MySQL, Apache, IIS. • In-depth understanding of data management (e.g. permissions, recovery, security and monitoring) • Proficiency in website domain management
Qualification and Personal Profile	<ul style="list-style-type: none"> • B.E./B. Tech. (CS/IT) with minimum of 15 years' experience in ICT usage /management OR M.E. (CS/IT) with 10 years' experience in ICT usage / management. <p>Note: Experience is relaxable at the discretion of the institute in the case of candidate otherwise well qualified and/or experienced.</p>
Remuneration	Suitable candidate will be placed in Level 11 with a minimum pay of Rs. 67,700/- per month plus DA, and other benefits as per Institute Norms.