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	**Manager-IT**
Job Type	Regular, Full time
Reporting to	**Chief, IT Services Unit**
Will also work very closely with	Internal: Administrators, Faculty, Staff and Students External: Commercial and Government entities
No. of positions & Job Location	**One Position in Pilani Campus**

Principal Accountabilities & Responsibilities	• *Network & IT Project Management*
	   • IT Infrastructure project planning, design, implementation, upgrades, migration, maintenance and budget estimation for the Pilani campus.
	   • Manage and monitor the organization's network infrastructure, including LAN, WAN, VoIP, CCTV and wireless networks.
	   • Configuration and administration of network equipment such as routers, switches, and firewalls to ensure security and operational efficiency.
	   • Manage IT helpdesk operations, ensuring timely resolution of issues reported by users.
	 • *Server & Systems Administration*
	   • Install, configure, and manage both on premise and cloud-based servers.
	   • Perform routine backups, disaster recovery planning, and ensure effective data recovery processes.
	   • Manage and administer High Performance Computing platforms like GPU clusters
	 • *Hardware & Software Management*
	   • Manage software licensing, renewals, and ensure compliance with vendor agreements.
	   • Administer cloud services such as Microsoft 365, Google Workspace, and AWS etc.
	 • *Documentation & IT Policies*
	   • Develop and maintain technical documentation, including user manuals, IT policies, and procedures.
	   • Maintain an inventory of IT assets and ensure proper tracking of changes in configurations or system settings.
	   • Provide training or knowledge-sharing sessions to staff to enhance their understanding of IT tools and best practices.

	• *IT Security Management*
	    • Implement security protocols to protect the organization's systems and data from unauthorized access and cyber threats.
	    • Manage access control, user permissions, and ensure proper password policies.
	    • Regularly review and update security configurations, ensuring compliance with industry standards and regulations

Other Skill and Ability Requirements	• Excellent communication skills, with the ability to translate technical issues for non-technical users. • Ability to prioritize, and manage multiple tasks. • Proactive and self-motivated, with the ability to work as part of a team. • Commitment to continuous learning and staying up to date with new technologies and best practices. • Strong verbal, written, presentation and facilitation skills. • Should have experience working with vendors, negotiating contracts and extracting contract and service level delivery. • Strong knowledge of networking (TCP/IP, DNS, DHCP), server management (Windows/Linux), and IT security principles. • Certifications such as CompTIA Network+, CompTIA Security+, Microsoft Certified Professional (MCP), or Cisco Certified Network Associate (CCNA)
Qualification and Personal Profile	• **M. E. /M.Tech**. in **CSE/IT/EEE/ECE** from a reputed institution with minimum **7 years of experience in ICT usage/management.** • Should have proven experience of developing and implementing ICT strategic and tactical plans, program development, project planning & management, budget planning. • Candidates with prior experience of working in an educational institute is preferred. " The Director may, however, consider extraordinary circumstances for modifying the age limits, relaxation of experience or qualification in case of the exception qualification or experience of the candidate. Age limits prescribed for the posts are not applicable for regular employees of the Institute."
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.