

Center of Excellence in Space Sciences, India

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA

Mohanpur Campus, Mohanpur - 741 252, Dt. Nadia, West Bengal

For more information: www.cessi.in, Email: cessi@iiserkol.ac.in

The Centre of Excellence in Space Sciences, India (CESSI) is a multi-institutional Centre of Excellence hosted by the Indian Institute of Science Education and Research (IISER) Kolkata and has been established through funding from the Ministry of Human Resource Development.

The centre invites applications from Indian nationals for the following position on contract basis:

Name of the Post	System Administrator (Linux)
Job Description	Linux Systems Administration with strong skills in performance tuning and excellent analytical and trouble-shooting abilities
Duties and Responsibilities	Installing, maintaining, and configuring Linux Desktop/Servers Installing software, software upgrades, OS updates/patches Documents processes and procedures
Number of Post	01 (one)
Consolidated Pay	Based on experience (maximum ₹ 35,000/-)
Qualification	BCA, BTech, BE, MTech, MCA, MSc (CS), MSc (Physics)
Desired Experience	Experience with diverse operating system such as Linux, Unix, Windows desirable. 1-3 years in Linux System Administration. Strong performance tuning skills for Linux /Unix Candidate must be detail-oriented with strong analytical and Trouble-shooting skills. Ability to work independently.
Preferred Experience	Familiarity with services like LDAP, NFS, DNS, DHCP, Proxy, Web etc. Familiarity with networking, WiFi AP configuration, switches, routers, etc. Skills with scripting languages such as bash, shell scripts. Hands-on in clustering. Experience in research computing, Fortran, C, C++, Webpage development, etc.
Tenure	Initially for a period of 1 year. May be extended upto 4 years based on satisfactory performance

Name of the Post	Managerial Secretary
Number of Post	01 (one)
Consolidated Pay	Based on experience (maximum ₹ 25,000/-)
Qualification	Bachelor degree

Experience	Relevant work experience.
Desirable	MBA or equivalent. Excellent interpersonal and communication skills in Local and English language with a pleasing personality. Liaison with various agencies, organising of seminar, conference, etc. Familiarity with word, excel, powerpoint. Good English writing ability.
Tenure	Initially for a period of 1 year. May be extended upto 4 years based on satisfactory performance.

How to apply:

1. Applicants should send the application by email to the address cessi@iiserkol.ac.in on or before 31.12.2013 in the prescribed application format only. Applications not in the prescribed format or CVs/Resumes will be rejected outright.
2. Please mention the name of the Post in the subject line.
3. The list of the shortlisted candidates for interviews with details of date, time and venue will be put up on the Institute website under this advertisement and candidates will be informed by e-mail only.
4. Interviews are likely to be conducted by first week of January.
5. The print out of the application form sent by email signed and dated by the applicant along with recent passport size photograph and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at the time of interview. Applicant must bring all the original certificates at the time of interview for the purpose of verification, along with one set of photocopies.

General Information/Details:

- 1) The above post is contractual and purely on temporary basis.
- 2) The appointed person shall have no claim of appointment / absorption in the Institute.
- 3) The qualification prescribed should have been obtained from recognized Universities/Institutions.
- 4) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the centre to call all the applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with scanned photocopies of marks sheets / certificates.
- 5) Relaxation in age, educational qualification and / or experience may be considered in case of exceptionally meritorious applicants.
- 6) No TA/DA will be admissible for appearing for the interview.
- 7) Selected candidates will have to join duty as soon as possible.
- 8) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 9) Canvassing in any form and / or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.