



RAILTEL CORPORATION OF INDIA LIMITED
(A Government of India Undertaking under Ministry of Railways)
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website: www.railtelindia.com, CIN: U64202DL2000GOI107905

Vacancy Notice No. RCIL/2014/P&A/14/1(Part-III)(i)

**Notice For Recruitments of Technical Personnel on Contract Basis for Project
in RailTel Corporation of India**

RailTel Corporation of India Limited is a Mini-Ratna (Category-I) Public Sector Undertaking under Government of India. It is the largest Neutral Telecom Infrastructure provider of India with a strong footprint in diverse fields of OFC based SDH and IP networks, Tower Co location, Retail Broadband (RailWire), Data Centre, Telepresence and many more. With a huge network of Optic Fiber Cable spread across the length and breadth of the country.

We are looking for dynamic professionals on contract basis in following positions, for which applications are invited from **Indian citizens**:

1. JOB POSITION/NUMBER OF VACANCIES/LOCATION:

Post-code	Job position	No. of posts	Location
H-3	NOC Manager	1	Chandigarh
H-4	District Manager	5	Any District in Haryana
H-6	Customer Relationship Manager	5	Chandigarh
H-7	HR & Administration Executive/Data Center Admin Coordinator	1	Chandigarh
H-9	District Technicians	8	Any District in Haryana

Note: i) Number of vacancies and their locations are liable to change depending on the project requirement. (ii) Rules of reservation of posts for reserved community candidates would be applied to the extent possible as per govt. instructions of application of the scheme of reservation in work charged posts. (iii) The selections on the above posts are for projects in Haryana/ Chandigarh. No request from any candidate for his posting / transfer outside Haryana/Chandigarh will be entertained. However, RailTel Corporation reserves the right to utilize the services of any selected candidate at anyplace in India as per administrative exigencies.

2. **Tenure of contract:** The period of contract shall be upto 31.12.2019 which may be extended further on mutual consent based on requirement. However, the contract may be terminable at any point of time depending on requirement of the project and performance of the contract employee, company or in administrative exigencies.

3. **Important Dates:**

Start of online registration and submission of application (including payment of fee)	17.12.2018 at 1200 hrs
Last date / time of completion of online registration and submission of application (including payment of fee)	31.12.2018 at 1200 hrs

4. **ESSENTIAL QUALIFICATIONS & OTHER ELIGIBILITY CRITERIA:** The applicant should satisfy eligibility criteria regarding educational/professional qualifications, length of experience, Job Description/Key Responsibilities, Skills/Key Experience required etc. as given in Annexure-I.

Notes: i) All the above-mentioned mandatory educational/professional qualifications should be obtained from a recognized university/deemed university/autonomous institutes incorporated by an Act of Parliament or State Legislature in India or UGC Act or from Government approved/recognized institutions.

ii) Experience gained after obtaining the minimum educational qualification prescribed for the post will be taken into consideration for ascertaining eligibility for the post.

iii) Any teaching experience or any period spent as apprentice/ trainee/projects/summer placement/internship etc., which may be essential for obtaining the degree/diploma/certificate will not count towards experience for the purpose of recruitment.

iv) **Crucial date** for determining eligibility with reference to length of post-qualification experience and others: Applicants should possess the requisite length of post-qualification experience and should meet other eligibility criteria on 31.12.2018

v) **For computing the length of experience (wherever prescribed)** the experience in Central/State Govt./PSUs/Private sector together shall be taken into consideration.

5. **Remuneration:** The maximum Cost to Company (including allowances) / remunerations attached to the posts are indicated in **Annexure-I**. Statutory deductions on account of EPF (Employees' share), Income Tax, Professional Tax, etc. shall be made from the gross salary.

6. **Scheme of Selection:** Selection process involves written test and/or interview to be decided subsequently and medical examination. Written Test/Interview and medical examination will be held at place(s) to be decided by the management.

7. **Service Bond:** The selected candidates will have to execute a service bond, with “Surety”, for an amount equal to three months’ gross remuneration, to serve RailTel upto 31.12.2019. In the event of one’s failure to serve RailTel for the bond period, he/she will be required to deposit the bond amount forthwith.

8. **Resignation:** Three months advance notice shall be required before seeking resignation from RailTel. The notice period shall not absolve him of the bond liability mentioned at para 7 above or vice-versa.

9. **HOW TO APPLY:** (i) Only online applications shall be considered. Application through any other mode shall not be entertained. Applicants shall have to pay the application-processing fee of **Rs. 300/- (Rs.150/- for SC/ST/PwD)**. The fee will be collected through payment gateway only during online registration process. Any processing charges towards the same plus GST etc., if any, will have to be borne by the applicant. Application fee once paid will not be returned under any circumstances.

(ii) RailTel Corporation will not be responsible in case of broken transaction during online payment process. It is the responsibility of applicant to ensure that payment has been made successfully. Fee through any other mode of payment, like demand draft, pay order, cheque, postal orders, challan, etc. will not be accepted.

(iii) Candidates are advised in their own interest to register online much before the last date and time. They should not wait till the last date / time of online registration to avoid any possibility of disconnection / inability / failure to log on to RailTel Corporation’s website on account of heavy load on internet / website jam / disconnection / other network problems.

(iv) RailTel Corporation does not assume any responsibility for candidates not being able to submit their application within the last date on account of the aforesaid reasons or for any other reason beyond the control of RCIL.

(v) The applicants are required to have valid e-mail ID & mobile number. They are advised to read the instructions for online submission of applications and then proceed further.

Procedure for filling up / submission of online application is briefed below:

Step-1	Go to URL (www.railtelindia.com) and click on the link 'Careers'. On the 'Careers' page, check the vacancy for <u>“Notice For Recruitments of Technical Personnels for Project on Contract Basis ”</u> .
Step-2	Read the detailed notification and before submission of application form, the applicant should carefully ensure his / her eligibility for the post being applied for.
Step-3	Click on the link 'Click here to apply online for this vacancy'.

Step-4	It will be easy for applicants to complete the application form by keeping the documents like educational details & employment details ready with them before proceeding to fill application form.
Step-5	Complete the pre-registration process by entering details like first name, last name, father's name, DOB, e-mail ID and password.
Step-6	Once the pre-registration is complete, the applicant will receive a mail on email ID mentioned in step 5. It will be either in Inbox or in Spam/Junk folder.
Step-7	Check the email ID to get the user name. Once user name is received, click on candidate login page. Enter the user name, password (as mentioned in step 5) and captcha. Main Registration page will open.
Step-8	Vacancy name and details mentioned in step 5 by candidate will be shown. You cannot modify the details mentioned in step 5. So, please enter the details during pre-registration stage carefully. One email ID can be used for one pre-registration only. Enter other details like category, mother's name, address, employment details, qualification details, etc.
Step-9	Based on vacancy, certain information regarding experience criteria is sought in the form of a questionnaire, which is mandatorily required to be filled by the candidate in the form of 'Yes/No' response.
Step-10	Candidate needs to upload the photograph and signature in the appropriate space and format and size mentioned in the application form.
Step-11	Once all the details are entered, candidate can either proceed to 'Edit Application' to modify the details entered in main registration page or click on 'Submit' option to proceed to make fee payment.
Step-12	After clicking on submit button, candidate can review the details entered by him/her. This page will give details of the payment to be made by the candidate. Click on 'Make Payment' Button. Payment gateway will open. Candidate needs to enter the details as asked for in payment gateway and make payment accordingly.
Step-13	Candidate will receive payment confirmation mail on email ID mentioned in payment gateway page.
Step-14	Once the payment is received by gateway, candidate can take a print-out of the application for his own reference. Neither the copy of the application nor any other document is required to be sent to the RailTel Corporation at this stage.

Note:

(a) The particulars furnished by the applicant in the online application form will be treated as final. No relevant column of the application form should be left blank; otherwise application form may be rejected. For any problem related to online submission, please send an e-mail to recttsupport@railtelindia.com.

(b) The size of the **photograph** to be uploaded should be **20kb to 50kb** and size of the **signature** to be uploaded should be **10kb to 20kb**. Both photograph and signature should be either in **png, jpg or jpeg** format.

10. The responsibility to establish eligibility for the post applied for with reference to all the prescribed eligibility conditions rests with the applicant.

11. **No application will be accepted through post/ courier/ e-mail/ fax etc.**

12 Candidates should apply for only one post as the process of selection for all the posts is likely to be held simultaneously.

13. Other Instructions:

a) **Issue of Admit Card for written examination/call letters for interview:-** Admit Card/Call Letters for interview shall be sent through e-mail only. However, the candidates should not wait for e-mail and they should keep checking RailTel website for keeping them abreast of the development involving recruitment process.

b) Candidates currently serving in Govt/Quasi Govt. offices/Public Sector Undertakings on regular basis are required to seek prior permission from their employers to apply for any of the notified vacancies and shall have to submit "No Object Certificate" from their employer at the time of interview, failing which they shall not be allowed to appear in interviews and their candidatures shall be treated as cancelled.

c) On final selection for contractual appointment in RailTel Corporation, such a candidate, who has been working in Govt/PSU/private entity in any capacity, should produce the document conveying the acceptance of his resignation from service of his last employer. In the absence of such document, he shall not be allowed to join RailTel service.

d) The Admit Cards/Call Letters for written test and/or interview issued to the candidates shall be provisional. However, in case any ineligible candidate had been issued admit card and had appeared in the written examination or even called for the interview or allowed to join the RailTel, his/her candidature will automatically be treated as cancelled at any state of this recruitment/contractual service in RailTel on grounds of his ineligibility. Therefore, before submitting the application, the candidate must ensure that he/she fulfills all the eligibility criteria as laid down in this vacancy notice. His/her candidature will be purely provisional subject to eligibility and other verifications before or after his/her contractual appointment in RailTel.

e) The decision of the RailTel about the mode of selection/scheme of examination, number of vacancies, reservation of posts, eligibility conditions, shortlisting of candidates for written test/interview etc shall be final and binding. No correspondence will be entertained in this regard.

f) Applicants should note that contract appointment on any of the posts will not confer any lien and/or right on selected candidates for regularization of his services in RailTel or grant of any other benefit / compensation allowed to regular employees of RailTel.

14. Verification of documents: The candidate called for written test and/or interview shall be required to produce original documents relating to educational qualifications, experience, caste certificates etc for verification and also to submit self-attested photocopies thereof at the time of interview. Such documents shall be listed in the interview call letter. If the identity of the candidate is in doubt or he is not able to produce the requisite documents or there is mismatch of information in the documents or he is found ineligible for the post applied for or any other claim made in this application if found to be incorrect, he will not be allowed to appear in the interview and his candidature will be treated as cancelled.

15. SC/ST/OBC (Non-Creamy layer) Certificate:- Reservation of post for ST/ST/OBC will be as per Government of India for work charged posts. Candidates belonging to SC/ST/OBC (Non – Creamy Layer) category should submit an attested copy of Caste/Tribe/community certificate issued by the competent authority at the time of interview. The original certificate shall be produced for verification. Proforma of relevant certificate is available on RailTel’s website under the link ‘career’. Position of castes/ categories entitled for reservation of posts as on the last date of receipt of applications shall be applicable.

16. Travelling expenses: No traveling expenses will be paid to the candidates for appearing in written test and /or interview.

17. Application processing fee once received shall not be returned in any circumstances. No action will be taken on applications received after the last date of receipt of applications and neither the fee received with such applications nor the applications will be returned. No fee will be returned in case of applications not shortlisted for written examination/interview/selected nor shall it be kept in reserve for any further selection process in RailTel. No correspondence from such applicants and from ineligible candidates will be entertained regarding return of application processing fee.

18. Canvassing in any form will disqualify a candidate.

19. The process of examination/recruitment does not involve any correspondence by RailTel with candidate at any stage regarding deficiency in application/documents/payment of examination fee etc. It shall be responsibility of the candidate to satisfy himself as to his fulfilling the eligibility criteria, and also to furnish correct, complete and desired information/documents etc. Applicant would be required to furnish requisite documents so as to substantiate his eligibility for the post beyond any doubt. No correspondence will be entertained from the candidates found ineligible or not shortlisted and thus not called for written test/interview or for their non-selection.

20. **ACTION AGAINST MISCONDUCT:**

- i) Candidates are advised in their own interest that they should not furnish any documents/information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.
- ii) At any state of recruitment or later, if a candidate is or has been found guilty of any misconduct such as:
- a) Using unfair means during the examination; or
 - b) Impersonating or procuring impersonation by any person; or
 - c) Misbehaving in the examination hall or taking away question booklet/answer sheets from the examination hall; or
 - d) Resorting to any irregular means in connection with his/her candidature during selection process; or
 - e) Using undue influence for his/her candidature by any means; or
 - f) Submitting of false certificate/documents/information or suppressing any information at any stage; or
 - g) Giving wrong information regarding his category (SC/ST/OBC etc) while appearing in the examination or thereafter; or
 - h) Writing irrelevant matter including obscene language or pornographic matter in the script(s); or
 - i) Being in possession of mobile phone, pager, Bluetooth, headphone, earplug, laptop, ipad, other computing/communication devices etc;

Breach of any of above, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:

- a) Disqualified from the examination and/or
- b) Debarred either permanently or for a specified period from any examination/recruitment and/or
- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the service of RailTel.

21. Applicants should note that some of the above posts may involve work of arduous nature, in shifts and also away from headquarters in field.

22. Mobile phone, pager, tablets, Bluetooth, headphone, earplugs, laptop, ipad and other computing/communication devices are not permitted inside the examination centre, if written

examination is held. Candidates shall themselves be responsible for safe-keeping of such devices outside the examination centre.

23. After submitting the application, any request for change in address will not be entertained.

24. The decision of RailTel Corporation in all aspects pertaining to the application, its acceptance or rejection, conduct of examination/interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned. RailTel reserves its right to alter/modify any condition laid down in this vacancy notice or any backend process for conduct of selection during its various stages as warranted by an unforeseen circumstances arising during the course of this process or as deemed necessary by RailTel at any stage.

25. **Documents required at the time of interview:** The candidate should note that the following documents will be required to be produced if they are called for interview. However, more documents may be provided by a candidate to establish eligibility for the post beyond any doubt. More documents may also be called by the Company at the time of interview/ joining the post. The list of such documents will be shared with the candidate.

- a) Matriculation Certificate (for age proof).
- b) Certificates and Mark-sheets in support of the required educational / professional qualifications.
- c) Certificates and marksheets in support of higher technical/professional qualifications, if any.
- d) Mandatory/ desired certifications.
- e) Certificates in proof of experience, clearly indicating the length and field of experience. (If an experience certificate is not available in case of any previous employer, the copies of offer of appointment alongwith first and last pay-slips shall be acceptable to ascertain the length of experience under that employer).
- f) Caste certificate (In case applicant belongs to SC/ ST/ OBC(non-creamy layer).
- g) Copy of the appointment letter in support of appointment to the post in the organization in which currently working along with valid Identity card/current pay slip issued by the company.
- h) Photo I.D. proof and address proof (Passport/Aadhar card/Driving License/PAN card/ Voter I. Card) issued by Central/State Govt.
- i) 'No Objection Certificate' in the candidate is working in any Govt/PSU/attached or subordinate organisation or any public body substantially funded by the govt.
- j) More documents may be required as will be indicated in interview call letter, if shortlisted for interview.

26. **Information on website only:** Any corrigendum to this notice/further information/details regarding applications or applicants/any other information regarding schedule of examination or interviews/call letters for interview/notices/results/panels shall be posted only on the official website of RailTel Corporation of India Limited (www.railtelindia.com) No publication in any other media will be made. Therefore, the candidates are advised to keep updating themselves by checking the official website or RailTel frequently. They should check 'careers' section in RailTel's website before proceeding for written test, interview etc., as the case may be, for last minutes updates.

(For educational qualifications/ experience/ CTC etc see next page).....

Annexure 'I'

Post-code	Job-position/ Location	No. of positions	Minimum Mandatory Educational Qualification(s)	Desirable Qualification(s) / certifications.	Minimum Mandatory post-qualification Experience (No. of years)	Job Description/ Key Responsibilities	Some of the desirable Skills / Experience required for the job (All are not mandatory)	Max. CTC / wages per annum (Rs/lacs)
H-3	NOC Manager Location: Chandigarh	01	(A) BE/ B.Tech/ (B.Sc. Engineering) in Electronics; OR Telecommunication (or communication); OR Electronics & Telecommunication (or communication); OR Computer Science; Electrical & Electronics; or any combination of engineering branches where Electronics is one of the main branches, like Instrumentation & Electronics. OR (B) BCA OR (C) Passed Sections A and B of Institution Examinations of the Institute of Engineers (India) in above-mentioned relevant branches of engineering. OR (D) Passed Graduate Membership Examination of the Institution of Electronics and Telecommunication Engineers (India) in above-mentioned relevant branches of engineering. Note: Candidates having educational	Project Management Professional Certification (PMP) CISCO Certification (CCNA/CCNP) Checkpoint certifications (CCSA, CCSE) F5 certification	3 Years.	This function spans all network and security services provided by the data center to various application users. The NOC Manager works closely with the data center and network teams to ensure that the build O & M related processes, guidelines, procedures, monitoring & report for services are thoroughly determined at the highest standards. He/she administers all aspects of the function including data gathering, determining dependencies, and identifying potential impact to other services as a part of technical assessments, asset tracking, maintenance planning, budgeting, and working closely with vendors. The position is responsible for determining the requirements for deploying new technologies specified by architecture and assessing the current state of all existing technologies for upgrades, maintenance, and refresh. The position also interfaces closely with Data Center and Cloud Service Provider and Application Management partners and other areas of IT. It will be necessary to liaise and negotiate with external vendors on procurement and delivery matters. Monitors consistency in written materials; assesses the audience needs and level of understanding for written materials; contributes samples and leading practices in the area of written materials.	<ul style="list-style-type: none"> System Administration, Infrastructure Deployment and Management, Application Deployment, Application Server, Deployment, Documentation. knowledge of networking, security, data center, and wide area network services. knowledge of network infrastructure components including circuits, switches, routers, firewalls, and application delivery controllers. Understanding to deploy a given infrastructure design without undue disruption to active services. Adept at assessment of capacity and performance reports in order to specify necessary changes skills that enable to deliver a high level of service and to meet the expectation from the business of a highly available infrastructure. knowledge of Core, Specialized and technical competencies along with a understanding of a State Data Center/SWAN, Enterprise IT infrastructure operational environment, adhering to industry best practice. 	CTC Rs. 2.61 Lakh per annum

		<p>qualifications higher than prescribed above shall also be eligible to apply, but they should essentially possess any of the essential minimum qualifications in prescribed branches.</p>		<p>Builds collaborative alliances with major external technology vendors and understands critical information about future-oriented technologies</p> <p>Responsibilities: The primary responsibilities include:</p> <p>Member of the Network Services team responsible for O&M, Network & Security Deployment.</p> <p>Identify and evaluate business and technology risks, internal controls that mitigate risks, technical assessments of the network and security, opportunities for improvement and or augmentation.</p> <p>Track and analyze the commissioning and decommissioning of network and security assets, including asset management of all assets.</p> <p>Plan and coordinate major network maintenances with involvement from architects, engineers and operations teams.</p> <p>Inventory equipment and circuits periodically.</p> <p>Analyze and repair asset data consistency.</p> <p>Participate in all build and deployment of Network and Security solutions and ensures they are completed with exceptional quality</p> <p>Additional responsibilities regardless of Network Services team include:</p> <ul style="list-style-type: none"> Analyze and assist the handling of major operational incidents Develop and maintain useful documentation about systems, policies, and procedures in support of operations and certifications. Collaborate with internal and external teams to complete work in the most efficient manner Organize workload with prioritization and leadership reporting in order to achieve team goals. 		
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					<p>Provide guidance and support to member firms.</p> <p>Work within specified Project Management team on operational boundaries and change management processes to uphold our security and operational availability posture.</p> <p>Coordinate clear and meaningful communications, both to team and customers.</p>		
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H-4	District Manager Location: Any District in Haryana	23	3 year Engg. Diploma in Electronics; OR Telecommunication (or communication); OR Electronics & Telecommunication (or communication); OR Computer Science; Electrical & Electronics; or any combination of engineering branches where Electronics is one of the main branches, like Instrumentation & Electronics.	MSC/MCA/MB A	1 year	<p>The District Manager will be required to support various components of State Data Center and State Wide Area Network (SWAN) based in Chandigarh into multiple disciplines</p> <p>The SDC and SWAN comprises of components such as Core Switches, Core Routers, IPS, Firewall, Application Servers, Web Servers, MS Exchange, Unity Server, Gateway, Gatekeeper, Call Manager, Database Server, Storage, Tape Backup, NMS, VC Endpoints, MCU, Application Switch, Antivirus, Linux, Oracle, Redhat, UPS, Directory Server, Internet Routers, IP Switches, Load Balancer, EMS, BMS, Fire Suppression System, Vesda, Access Control and PA System.</p> <p>Provide hands-on support to our clients, Understand and Articulate responses and conduct closures done on tickets Exhibit, Monitor and Drive the Team towards excellence in Support, May entail onsite travel, Good Written and Oral communication skills, Job description Provide L1 to our clients , Connect, Understand and Articulate responses and get closures done on tickets.</p> <ul style="list-style-type: none"> · Install, perform integration and provide support to all desktop based and server supported technology. · Coordinate with customers and perform troubleshoot to resolve all application issues and maintain relationships with vendors plus networking system. · Install, repair and upgrade all network and provide technical and onsite support. · Maintain quality of services and perform preventative maintenance. · Manage new launched tools and software into product generating and promoting framework. · Provide backup to NOC and manage operating field groups via up-gradation. 	<ul style="list-style-type: none"> • Knowledge of Network Routers, Edge Routers, Field Engineer, Customer Support, Switch, LAN, WAN, Telecom, Wireless • communication skills; • analytical and problem solving skills. • Working knowledge of vendor products and technologies from Cisco, HP, Polycom • communications skills; professional presentation skills; • interpersonal and time management skills. • Knowledge/experience in Configuring & Trouble-shooting with Routers , Switches , Access points. • Working knowledge of ITIL framework and past experience of working in data center and WAN environment is preferred. • Networking.Experience in configuration, installation, and maintenance of Network products.CCNA, CCNP 	CTC Rs. 2.23 Lakh per annum
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					<ul style="list-style-type: none">· Provide support and technical backup to protect ventilator.· Monitor and resolve and all customer trouble ticketing process as needs.· Resolve all complicated technical startup.· Provide support to all IT sectors on regional basis and ensure growth.· Document specific statements for overhauling causes of networking issues and evaluate same.· Analyze and identify data processing modes for overtaking problems in upgrading database.· Provide customer care service for all projects and for defined time period following completion of project. Track record of deploying & Troubleshooting.		
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H-6	Customer Relationship Manager Location: Chandigarh	06	Graduate in any stream	BE/ B.Tech/B.Sc. (Engg); OR 3 year Engg. Diploma OR BCA	2 Years.	<ul style="list-style-type: none"> Responsible for engaging with users for registering the incident as per the ITIL framework and accordingly take actions meeting the SLA requirements and O & M procedures, Responsible for generating the reports as per the guidelines of the service desk Responsible for meeting the SLAs as as per the goals set. Responsible for engaging with vendors, project management, customer and management for uptime of Data Center and Wide Area Network. Ensuring the training and knowledge transfer to the team as per the procedures and policies of the ITIL/ITSM framework. 	<ul style="list-style-type: none"> Customer Relationship Management,Service Delivery,Service Support,Business Development, Video Conferencing, Video Surveillance, WiFi ,IT Software, Telecom Software. understanding of Telecom CRM domain. interpersonal and social skills to deal with difficult clients management and organizing skills for leading a team in maintaining high profile market presence with clients. ability to learn, get inputs from customer interactions, forum discussions possess articulation, communication, presentation and team playing skills. Working knowledge of ITIL framework is desirable experience in managing the SLA requirements in a Data Center and WAN Environment. aware of operational issues in Telecom Billing and mediation domain and constantly strive to devise solutions, best practices considering these operational challenges. 	CTC Rs. 1.85 Lakh per annum
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H-7	<p>HR & Administration Executive/Data Center Admin Coordinator</p> <p>Location: Chandigarh</p>	01	Graduation in any stream	Post Graduation/MB A	2 years.	<p>Specialization: Admin, Facilities Managemt, Compensation, Payroll, Employee Relations</p> <p>Job Description To assist the manager in the full spectrum of admin and human resource management and related functions; Assist in developing, implementing, maintaining and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations; Provide support for manpower planning, recruitment and selection process; Handling payroll including statutory deductions; Assist in the identification and analyses of staff training, development and career support needs; Assist to conduct orientation / Introduction for new employee; Assist to organize employee community & recreational activities; Processes and handle documentation such as routine reports, insurance policies & claims etc; Monitor the inventory, and maintenance of office stationary and machines(photocopier etc); Data entry, filing, photocopying, mailing of documents; Coordinate flight and hotel bookings; Maintain employee and general files; Assist in tendering process, sourcing out suppliers/facilities/services. Any other ad-hoc administrative jobs assigned from time to time.</p>	<ul style="list-style-type: none"> • Human Resource Management • HR Administration, CRM • Recruitment Administration, • Ability to build effective relationships with line managers and employees in all levels of the business. • IT skills, particularly Microsoft Excel and Word. • Communication skills 	CTC 1.43 lakh per annum.
H-9.	<p>District Technicians</p> <p>Location: Any District in Haryana</p>	12	2 year Trade Certificate from Govt. ITI in Electronics; OR Telecommunication (or communication); OR	3 year Engg. Dillpoma in Electronics/Tel ecommunicatio n	1 - 3 Years	<p>Deploy, configure, and support network and server infrastructure in Point of Presence (POP) sites across many regions. Calculate and document equipment power requirements and work with</p>	<ul style="list-style-type: none"> • understanding of network architecture and common issues related to wide area networks. • Knowledgeable in WAN practices (i.e. cable routing, calculating power 	CTC 1.43 lakh per annum.

			<p>Electronics & Telecommunication (or communication); OR Computer Science; Electrical & Electronics; OR Information Technology & Electronic System Maintenance ; OR any combination of 2 years trade engineering branches where Electronics is one of the main branches, like Instrumentation & Electronics.</p>	<p>OR BE/ B.Tech in Electronics/ Telecommunication/ Electronics & Telecom./ Computer Science OR BCA</p>	<p>Engineering, Facilities Operations, and/or equipment vendors to meet these requirements. Manage project guidelines to support network turn-up within expected completion intervals. Responsible for asset management of networking gear in nd POP sites. Proactively contribute to documentation, automation and processes as they evolve. Create network and server rack face elevations, floor plans, wiring diagrams, and detailed port maps for new deployments and documentation. Create statements of work for vendors at the POP sites. Document and follow RMA processes and procedures for all relevant vendors. Follow, improve, and implement POP best practices. Provide necessary escalations to higher support tier. Assist Project Manager, District Managers and Customer Support with technical operations, and work with internal departments to ensure customer satisfaction. Work closely with Network Engineering, Logistics, and equipment vendors as new equipment and technologies are integrated into the production network. Use internal tools and scripts to configure, monitor, and repair servers and network equipment. Detect and diagnose various error/failure conditions across an array of networking and VC products.</p>	<p>usage, battery, UPS, Video Conferencing and cooling).</p> <ul style="list-style-type: none"> • Experience with field-based work in POPs, carrier hotels, or Central Office environments. • Experience with Enterprise and Service Provider network hardware platforms and architectures including Cisco and Juniper routers/switches and Nexus data center switching platforms. • Certification such as CCNA, JNCIA, RHCT or equivalent experience preferred • Ability to capture and analyze traffic • Understanding of Queue Management for tasks and incidents, vendor engagement and escalation and participation in ongoing POPs deployment projects. • Ability to analyze complex situations and utilize troubleshooting skills, systems and tools, and creative problem solving abilities under pressure. • Understanding of fiber-optic technology including cable types, connector types, optic types, patch panels, and optical transport technologies. • communication skills, should be able to work with carriers remotely • Strong attention to detail with time management and organization skills. • Working knowledge on ITIL framework. 	
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