



1. Applications are invited from goal oriented highly motivated and eligible candidates for 01 position of Manager (IT Infrastructure), 02 positions Executive (Portal & Service Delivery) and 02 position of Executive (Facilities and Data Centre) on purely contract basis for a period of one year which may be extended on certain terms and conditions.

2. **Emoluments and educational qualifications and experience required**

As per Annexure - I.

3. **Age Limit:**


Up to 40 years for Manager (IT Infrastructure). Up to 35 years for 02 positions Executive (Portal & Service Delivery) and 02 position of Executive (Facilities and Data Centre) as on last date of submitting application i.e. 10th January 2022.

4. **Other terms & Conditions**

1. The appointment shall not confer any right or preference for regular appointment.
2. No claim for any service benefit like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
3. No TA/DA will be admissible for interview or joining
4. Candidates on selection shall be allowed to join only when found medically fit.
5. Mere possession of minimum educational qualification will not automatically confer the right for appearing in the walk-in-for interview. If the number of application is very large, the competent authority reserves the right to shortlist candidates on the basis of higher qualification/years of experience in the subject.
7. Eligible candidates who possess required qualification and experience may send their candidature in the attached proforma duly typed and signed to the Director, LHMC, Shaheed Bhagat Singh Marg, New Delhi-110001 through Speed Post, Registered Post and by Hand latest by 10th January 2022 (03.00 PM).

JURISDICTION OF ANY DISPUTE:

In case of any legal dispute the jurisdiction of the court will be Delhi/New Delhi.


(Sunil KS Bhadoria)
Deputy Director (Admn.)
For & on behalf of Director, LHMC

Position: Manager (IT Infrastructure) (One Post)

Job Profile	Qualification & Experience
<p>Overall ownership for all deliverables relating to IT Infrastructure for the Institute including the following :</p> <ul style="list-style-type: none"> • Managerial responsibilities for the Data Centre operations managed by the Managed Service provider (MSP). Ensure that SLA for data Centre is maintained; • Responsible for defining, creating and maintaining network. Interact with network service provider and oversee SLAs; • Assist the institute in meeting business objectives Enable monitoring of a robust business continuity and disaster recovery process including inspections / surveillance plan / building security plan, certifications and acceptance of Data Centre and network etc. • Responsible for key Project management knowledge areas like scope, risk, quality, human resource, time, cost and communications. • Co-ordinate with vendor and OEM that time and equipment dependencies are optimally managed. • Regular Status reporting on IT Infra operations. • Ensure proper IT Infrastructure policies and procedures are in place and followed. • Assist in regular third party audit and ensure closure of audit findings • Ensure implementation of Inventory/Asset management System for IT Infrastructure • Ensure SLA Management -Monitoring of SLAs of all Infra service provider • Monitoring of incident reporting • Risk Management and escalation to higher levels for mitigation. • Manage change requests and ensure change control • Resource Planning and preparation of RFP and participate in bid evaluation process • Strong organizational, presentation, and customer service skills. 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B.E/B. Tech/ M. Tech in Computer Science or Information Technology or equivalent Discipline/ MCA. • 4-6 years of experience in IT Infrastructure Management. • 3 years' experience in all aspects of IT Infrastructure Management. <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred • ITIL certification will be preferred • Experience in latest technology like Cloud, Big data will be an added plus. • Must have strong experience in training, mentoring, and leading technology teams to research, design, prototype, and build systems • strategic technology evaluations and associated PoC • Experience in building enterprise class infrastructure • Should demonstrate hands-on experience in managing IT Infra. • Knowledge of various Networking technologies • shall be conversant/aware of major IT Infra technologies • Experience in managing large scale IT Infrastructure
<p>Consolidated monthly or annual remuneration: ₹85,000/- per month or ₹10, 20,000/- per annum including statutory dues under the provisions of Income Tax and other terms as applicable.</p>	

Position: Executive (Portal & Service Delivery) (two posts)

Job Profile	Qualification and Experience
<p>JOB OBJECTIVES</p> <ul style="list-style-type: none"> • Ensure online services to its stakeholder in timely and efficient manner <p>ROLES & RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Improve the operational systems, processes and policies related with IT Tools/ applications in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning. • Responsible for management of operations and process IT Tools/ application to achieve desired goals. • Manage and increase the effectiveness and efficiency, through improvements as well as coordination with Application support and development service provider for support and business functions. • Play a significant role in long-term planning, including an initiative geared toward operational excellence. • Collaborate with concerned parties and others for resolving issues • Responsible for key Project management knowledge areas like Scope, Risk, Quality, Human resource, Time, Cost and Communications • Develop Requests for Proposals (RFP) for external services. • Designs and maintain technical and project documentation. • Strong organizational, presentation, and customer service skills. 	<p>Basic Qualifications:</p> <ul style="list-style-type: none"> • At least 3 years of experience with a minimum 1 years Project Management experience and minimum 1 years' experience in Operations Management or 2 years' experience on project management tools/process like MS Project, Visio etc • B.E./B.Tech. in Electronix or IT or Computer Science or equivalent /MCA from a reputed institute <p>Professional Skill Requirements:</p> <ul style="list-style-type: none"> • Project Management certification like PMP/Prince 2 will be preferred. • ITSM & ITIL knowledge and relevant certification will be preferred. • Ability to be flexible and work analytically in a problem-solving environment. • Excellent communication (written and oral) and interpersonal skills. • Excellent business acumen and industry acumen. • Ability to work with multiple business functions/capabilities.

Consolidated monthly or annual remuneration: ₹75,000/- per month or ₹9,00,000/- per annum including statutory dues under the provisions of Income Tax and other terms as applicable.

Position: Executive (Facilities & Data Centre) (two posts)

Job Profile	Qualification & Experience
<p>Overall ownership for all deliverables relating to Office IT infrastructure management for the institute including the following :</p> <ul style="list-style-type: none"> • Managerial responsibilities for the Office IT Infrastructure managed directly. Ensure that SLA for Office IT infrastructure is maintained; • Responsible for Office IT Infrastructure sizing which includes WAN, LAN, Desktops, Laptops, Tablet, Wi-Fi etc. • Responsible for Securing the Office infrastructure through proper deployment of security devices and hardening of Network/devices. • Assist the institute in meeting business objectives Enable monitoring of a robust business continuity and disaster recovery process including inspections / surveillance plan / building security plan of this institute network etc. • Responsible for key Project management knowledge areas like Scope, risk, quality, human resource, time, cost and communications • Co-ordinate with vendor and OEM that time and equipment dependencies are optimally managed. • Regular Status reporting on office IT operations. • Ensure proper policies and procedures are in place and followed. • Assist in regular third-party audit and ensure closure of audit findings. • Ensure implementation of Inventory/Asset management System for IT Infrastructure. • Ensure SLA Management -Monitoring of SLAs of facilities service provider. • Monitoring of incident reporting. • Risk Management and escalation to higher levels for mitigation. • Manage change requests and ensure change control • Resource Planning and preparation of RFP and participate in bid evaluation process • Responsible for effective resource management & resource planning Design and maintain technical and project documentation. • Strong organizational, presentation, and customer service skills. 	<p><u>Basic Qualifications:</u></p> <ul style="list-style-type: none"> • B. Tech in Computer Science or any other Engineering Discipline/ MCA. • 3 years of experience in Facilities Management and/or Data Centre management. • 1 years' experience in all aspects of IT Infrastructure Management. • experience in Networking technologies and latest trend. <p><u>Professional Skill Requirements:</u></p> <ul style="list-style-type: none"> • Any industry project management certification like PMP/PRINCE2 will be preferred. • Any industry Data Centre and /or cloud certification will be preferred • ITIL certification will be preferred • Experience in latest Server, storage and networking technologies • Experience on Cloud and virtualization • ITIL certification will be preferred • Experience in latest technologies • Experience on BYOD (Bring Your Own Device). • Must have experience in various Networking. • Must have experience in strategic technology evaluations and associated PoC. • Experience in building enterprise class infrastructure. • Should demonstrate hands-on experience in managing IT Infra. • shall be conversant/aware of major IT Infra technologies. • Experience in managing large scale IT Infrastructure.

Consolidated monthly or annual remuneration: ₹75,000/- per month or ₹9,00,000/- per annum including statutory dues under the provisions of Income Tax and other terms as applicable.

LADY HARDINGE MEDICAL COLLEGE & ASSOCIATED HOSPITALS

NEWDELHI - 110001

APPLICATION FOR _____

Affix passport

Size
photographAttested by
Gazetted officer

1. Name in full (capital letters) :

2. Date of Birth :

3. Category (please tick) :

UR		OBC		SC		ST		PH	
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4. Nationality :

5. Address for communication with Tele No :

6. Permanent Address :

7. Educational Qualifications 10th onwards :

Name of Examination	Class/Division	Year of Passing	Institute/College attended	University

8. Whether obtained any position in the university,

if so, a copy of the certificate to be enclosed :

9. Distinction/Medal achieved, if any :

(Copies of certificate to be enclosed)

10. Extra-Curricular activities, if any :

(Copies of certificate enclosed)

11. Experience/details of employment in chronological order:

Name of employer	Designation	Pay Scale	Nature of duties	Period of stay		Last pay drawn	Reason for leaving
				From	to		

12. Registration Number & Place of Registration :

13. Research publications & presentation, if any :

14. Additional information if any which you would like to mention in support of your suitability for the post. :

15. List of enclosures : 1.

2.

3.

4.

UNDERTAKING

I hereby declare that all the statements made in this application are true and completed to the best of my knowledge & belief. I understand that the department can take action against me in case I am declared by them to be guilty of furnishing any wrong information or suppressing any facts.

Signature of Candidates

Mobi No. _____

No Objection Certificate of the Employer

Certified that Dr.....holds a post in this (name of the institution/organization). The Institution/Organization is having No Objection if his / her candidature is being consideration for the post.

Place:

Signature

Date:

Name & Designation with stamp.