



MYSORE PAINTS & VARNISH LTD.,
(A Govt., of Karnataka Undertaking)
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NOTIFICATION FOR SYSTEM ADMINISTRATOR

The Company is now on look out for a SYSTEM ADMINISTRATOR on contract basis who shall assist in implementation, monitoring and execution of computerization of our entire activities, operations and implementation of e-governance. Candidate possessing B.E (Computer Science) having 2 to 3 years experience or Diploma in Computer Application with 05 years experience in System Administration work in any manufacturing company need apply. The salary will be paid on consolidated basis and negotiable. Eligible candidates are requested to apply with detailed Resume (CV) within 31.07.2010. For further details of Job Profile and scope of the work, please log on to our website: www.mysorepaints.in

- Sd/
MANAGER (HRD)

ABOUT THE COMPANY:

Mysore Paints & Varnish Limited, Mysore, is a State Owned Enterprise, engaged in manufacturing, distribution and Exports with its products ranging from Paints to Indelible ink.

The Company has manufacturing operations at Mysore and distributions points in different parts of the state through direct and indirect selling.

The company with employee base of about 100, is now planning to computerize all its major activities and join hands in Karnataka governments initiative for e-governance.

The Company is now on look out for a Consultant- System Administrator who shall assist the company in the following implementation, monitoring and execution of Computerization of operations and implementation of e-governance:-

02. JOB PROFILE (SYSTEM ADMINISTRATOR)

Phase - I

1. Assist, help and guide the company in understanding and evaluation of total hardware, software requirements vis-à-vis the infrastructure available, to be made available and costs.
2. Identification, evaluation of deferent vendors of hardware and software licenses.
3. Assist the company in tender evaluations of suppliers and hardware and software

Phase -II

1. Manage all IT systems, including LAN, WAN, CRM, telephone and related systems.
2. This includes:
 - a. Support, monitors, test and troubleshoot hardware and software problems.
 - b. Performing and coordinating effective installation and performance of advanced operating system hardware and software on servers.
 - c. Install new software releases, system upgrades, evaluate and install patches and resolve software related problems.
 - d. Support and maintain end user requirements, including troubleshooting, account maintenance and training.
 - e. Plan and perform appropriate procedures, documentation, inventory assessment, and other procedures related to IT.
 - f. Maintain, monitor, analyze system components and make recommendations regarding computer system security, monitor network, computer and disk utilization.

- g. Play a lead role in developing and implementing an IT disaster recovery plan.
- h. Inventory and provide accounting for MPVL resources including software, server, workstation and lap top systems.
- i. Conduct software and hardware evaluations, provide technical analysis and implement systems to meet
- j. Undertake and manage research, development and implementation of a new MPVL web presence.
- k. Develop a strategic IT plan to meet the requirements of MPVL's overall growth plan to be reviewed on a regular basis with Management and adjusted as necessary.
- l. Work with a team to automate management tasks, streamline processes and perform standard administration functions as needed
- m. Be responsible for managing the IT system to meet strategic goals.
- n. Obtain and/or maintain technical certifications necessary for continued MPVL growth and success
- o. Perform additional duties as assigned by management.
- p. Maintain professionalism, good attitude and appropriate behavior with

Phase – III

a) Skills Required

Terminal Servers Veritas backup Software Trend Micro Anti-virus or Similar Strong understanding of TCP/IP, DHCP, DNS Experience with operating system imaging technology (Drive Imaging). Self-starter that requires minimal supervision and can provide oversight for any assigned projects Provide mentoring of supervised employees. Thorough knowledge of good server and system administration principles Working knowledge of SQL-Server, Microsoft server and client Architecture Working experience with Anti-Spam technologies Working experience with CRM solutions Working experience with Backup solutions Development of IT Policies and Procedures Development of IT VISIO 2000-2003 diagrams Maintaining PBX system and upstream vendor relationships Monitoring IT infrastructure use and providing accountability

Phase - IV

Outstanding customer service skills, as well as excellent verbal and written communications skills. Demonstrated ability to be a team player and a willingness to lend a hand with any project

**C.HARA KUMAR
MANAGER (HRD)**