



## **NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**Nagarbhavi, Bengaluru - 560 072**

NAAC/Admin/e-office/2021

21<sup>st</sup> January 2022

### **Notification (Extension)**

The National Assessment and Accreditation Council (NAAC) is an autonomous body established by the University Grants Commission (UGC) of India. NAAC requires Manpower requirement for e-office implementation as mentioned below:

#### **Educational Qualifications and Experience**

Sl. No.	Name of Resource Category	Qualification	Experience in years
1)	Project Engineer	B.E. /B.Tech / MCA/ M.Tech (CS/IT)	2+
2)	System Administrator	BCA, B. Sc- CS, M. Sc-CS, B.E./ B.Tech (CS/IT), MCA	1+

- Supportive document as CVs are required to be submitted.
- The years of experience will be counted only from the date of eligible qualifications.

The proposed salary details for the following posts.


Sl. No.	Item Description	Minimum Monthly Remuneration (in Rs.)	Duration
1)	Project Engineer	40,000/- (Rupees forty thousand only)	6 months or till the completion of project whichever is earlier
2)	System Administrator	25,000/- (Rupees twenty five thousand only)	6 months or till the completion of project whichever is earlier

#### **Indicative Work Profiles for Various Positions**

##### **a) Project Engineer**

- Liaise among indenting procuring entity and other stakeholders in smooth implementation of e-office system.
- Provide over all guidance to the procuring entity in implementation of the application and share the best practices.
- Testing of the application and impart training to each deployed personnel as & when new release of software is deployed.
- Planning, scheduling, managing and tracking the training sessions to be held for senior management / users / dealing hands on the application.

PTO

  
प्रशासनिक अधिकारी / Administrative Officer  
नाक / NAAC - बेंगलुरु / Bengaluru

- v. Preparation and submission of regular reports on the progress of implementation of e-office like number of users on-boarded on e-office, number of training sessions conducted, number of users trained, number of electronic files / receipts created etc.
- vi. Monitor the system and respond immediately to security or usability concerns
- vii. Administrate infrastructure, including firewalls, databases, malware protection software and other processes.
- viii. In addition to the e-office responsibilities, need to attend duties assigned by the reporting officer.


**b) System Administrator**

- i. Preparation and Population of e-office Master Data {Employee Master Details (EMD), File Heads, etc.}
- ii. Assist procuring entity in acquiring Digital Signature Certificates (DSC) / e-sign / e-mail ids for all e-office users.
- iii. Capacity Building Programme (CBP), training & handholding
- iv. Assist procuring entity in scanning, digitization and migration activities.
- v. System Administration & deployment and maintenance of e-office product suite in local / state data centre.
- vi. User / Group Administration and system security.
- vii. Installing software applications and packages using tar ball, RPM, Yum, Linux server hardening and Server Monitoring.
- viii. Awareness of Virtualization and cloud environment.
- ix. In addition to the e-office responsibilities, need to attend duties assigned by the reporting officer.

The interested professionals may submit their intent and resume with work experience to the Administrative Officer.

Applications with full details (age, qualifications, experience, E-mail ID, contact number. etc..) should reach by E-mail to [recruitnaacbengaluru@gmail.com](mailto:recruitnaacbengaluru@gmail.com) on or before **4<sup>th</sup> February 2022**.

**For more details contact**

  
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