

## National Health Mission – Tamil Nadu

### Terms of Reference for Server Administrator

<b>Name of the Organisation</b>	National Health Mission – Tamil Nadu
<b>Reporting Officer</b>	Mission Director, National Health Mission – TN
<b>Name of the Position</b>	Server Administrator
<b>Number of Positions</b>	Three (3)
<b>Location</b>	Chennai, Tamil Nadu

National Health Mission – Tamil Nadu is seeking applications from eligible candidates for Three positions of Server Administrator for its State Program Management Unit at Chennai, Tamil Nadu.

#### **Background**

National Health Mission Tamil Nadu (NHM-TN) has been established to assure universal access to equitable, affordable and quality health care services which are accountable and at the same time responsive to the needs of the people and work towards attaining the SDH gals of health index.

#### **Objective**

As a Server Administrator, of Health Management Information System (HMIS) the overall objective is to provide requisite technical support, build capacity, implement and manage programs through IT Support & Services and initiatives under NHM, across Primary, Secondary and Tertiary levels of healthcare institutions.

## Key Responsibilities

- Proficient in Open Solaris, Linux / Windows Administration
- Good Knowledge of IIS / Apache, Web Server, Application Server, Report Server, Database Server, backup server etc.,
- Good knowledge of PHP / SHELL scripting
- Manage and monitor installed systems and infrastructure
- Install, configure, test and maintain operating systems, application software and system management tools
- Monitor and test application performance for potential bottlenecks, identify possible solutions and work with developers to implement those fixes
- Maintain security, backup and redundancy strategies
- Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks
- Participate in the design of information and operational support systems
- Liaise with vendors and other IT personnel for problem resolution
- Strong analytical and numerical skills.
- Call Management through Service Desk and vendor escalation.
- Monitoring and Report generation through Monitoring Tools like Nagios, etc.
- Coordinate with the rest of team to meet the team objectives
- Perform various system administration functions in production environment
- Maintain and configure servers running open Solaris and Linux
- System performance and tuning
- Repair and recovery from hardware or software failures
- Coordinate and communicate with other departments
- Liaise with external suppliers
- Installation and configuration of SQL and PostgreSQL Database
- Writing and executing SQL and Postgres Queries
- Experience in carrying out performance, integrity and security of a database
- Writing database documentation, controlling access permission and privileges
- Developing managing and testing backup and recovery plans
- Ensuring that storage archiving, backup and recovery procedures are functioning correctly
- Configure and maintain IP Network Devices and components (Router and Switches) IP routing Protocol (OSPF and BGP), LAN switching (STP, VTP), WAN (Modem, Leased Line, L2 Circuit and Ethernet Circuits) Network Security, L2, L3 VPN, MPLS WiFi and RF devices, components, etc.
- Send detailed status reports by email as per the frequency and format defined
- Report Faults in the equipment for immediate necessary action

- Follow up with various agencies for rectification of faults
- He / She shall maintain all records pertaining to site equipment
- Any other responsibility that may arise from time to time
- He / She shall maintain a diary of activities performed by him / her each day and submit it to the Controlling Officer once in a week.

## **Output**

Timely accomplishment of task and responsibilities, regular reporting, provide situational analysis, achieve key deliverables and provide support to strengthen and implement key elements of the Program work assigned.

## **Qualifications and experience**

1. Bachelor (4-year) degree, with a technical major, such as engineering or computer science (B.E. / B.Tech / M.Tech in CS/IT), MCA , M.Sc (Computer Science / Information Technology)
2. Systems Administration/ System Engineer certification in Solaris or Linux - OEM Certification only
3. Should possess good working knowledge in Linux OS ( Server edition) – Installation, Administration and Troubleshooting
4. Should possess knowledge in SUN Solaris 9 and above – Installation, Administration and Troubleshooting with SUN SPARC Entry Level and Mid-Range Servers.
5. Experience on implementing SUN Volume Manager (SVM) and Veritas Volume Manager 5.x.
6. Hands-on Experience in Maintenance and troubleshooting with SUN StorEdge Tape Libraries C4 & C2 and SUN RAY Thin Clients server connectivity with SUN RAY Server Software 4.
7. Strong knowledge of hardware and software configurations, including clustering technologies, complex storage technologies and multi-domain systems
8. Good knowledge in SQL and PostgreSQL – Database Management
9. Knowledge of writing SQL and Postgres Queries
10. Good knowledge IP Network design skill set
11. Good knowledge about IP Network Devices and components (Router and Switches) IP routing Protocol (OSPF and BGP), LAN switching (STP, VTP), WAN (Modem, Leased Line, L2 Circuit and Ethernet Circuits) Network Security, L2, L3 VPN, MPLS WiFi and RF devices and components
12. Knowledge of DDOS deduction and mitigation solution
13. Sound knowledge in networking related to server management

14. Experience in Software code Programming for web / Application Development will be given priority.

**Travel and subsistence:**

Not Applicable

**Reporting Requirements:**

The Server Administrator will submit monthly/applicable updated reports to the State Data Manager (e-Governance) through HMIS Specialist.

**Workstation:**

The workstation of Server Administrator is at National Health Mission- Tamil Nadu, State Programme Management Unit, Chennai, Tamil Nadu and Tamil Nadu State Data Centre, ELCOT, Perungudi, Chennai.

**Mode of Recruitment:**

The Server Administrator shall be engaged through ELCOT on Contract basis / Outsourcing mode for a period of 11 months. The Server Administrator's first term (11 months) will be on probation. Subject to satisfactory performance, the Server Administrator will be continued for the subsequent terms, through appropriate renewals.

**Termination:**

The contract can be terminated by either party giving a notice of one month in writing.

**Remuneration:**

The Server Administrator will be paid a consolidated monthly salary as per NHM-TN norms (Rs. 32,600/- )\*. The Server Administrator shall not be entitled to any other benefits, payments, subsidy, compensation or pension. The consultant shall not be exempt from

taxation and shall not be entitled to reimbursement of any taxes which may be levied as per existing rules on the remuneration received.

\*Fee offered within the band will be commensurate qualification and experience.

**Age Limit:** No Age Limit (as on last date of receiving of applications).

Candidates selected in this interview could be considered for other vacant positions at NHM-TN requiring similar skill sets and at appropriate level.

**To Apply:** Candidates are requested to click on the Google Form link below and fill in all the details by 20<sup>th</sup>October 2021. Applications submitted in other formats will not be accepted.

<https://rb.gy/sslvza>

*Please ensure to mention post applied for on the application form, without which the application form will not be accepted.*

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