



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR RECRUITMENT TO ONE (01) POST OF ASSISTANT DIRECTOR (SERVER ADMINISTRATOR) (BS-17) ON CONTRACT BASIS FOR THE PERIOD OF 03-YEARS IN THE PUNJAB FOOD AUTHORITY, FOOD DEPARTMENT CASE NO. 18J2023.

MAIN RESPONSIBILITIES AND TASKS

1. Installation and Administering of Server implementation (Linux, Cent OS Window server 2019).
2. Installation and Administering of Server implementation (active directories).
3. Run diagnostic tools to identify Linux server performance bottlenecks, and take appropriate corrective actions to improve performance.
4. Establish and maintenance of complete cloud server infrastructure, expertise in setting up clustered environment to provide high availability, reliability, and scalability with all security measures.
5. Work with development teams to ensure services are functional.
6. Complete cloud server infrastructure backups.
7. Understanding of hardware compatibility with the resources required.
8. Writing scripts based on specifications.
9. Data migration strategies.
10. Examine and scrutinize Cloud Servers operating system and application log files regularly to verify proper system performance.
11. Design and develop infrastructure monitoring and reporting tools.
12. Develop and maintain configuration management solutions.
13. Install and maintain cloud servers (Passive and Active).
14. Install and integrate new server hardware and applications.
15. Install and maintain WHM/ cPanel portals.
16. Support and administer third-party applications.
17. Perform Server Optimism.
18. Secures System by developing monitoring, control, evaluation and maintain documentation.

OCCASIONAL TASKS AND RESPONSIBILITIES