



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (I.T WING) (BS-17) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO.7C2020)

Main Responsibilities and Tasks

<u>Sr. No.</u>	<u>Job Description</u>
1	To provide required information to Network/Data Base Administrative for the development of PC-I documents for the upcoming projects at Regional level.
2	To assist the Deputy Director (I.T):- a. In preparation of RFPs of the new and existing I.T projects with respect to their respective areas of expertise. b. To evaluate RFPs and Bid proposal from vendors for technical assessment and grading.
3	To plan and manage the database systems according to the requirements of the ACE Punjab.
4	To configure/manage/monitor all the networking equipments (routers, Switches, DSL Modems, Firewalls, IDSS, IPS, Load Balancers etc), at concerned Regional/District level.
5	Management and troubleshooting of the Network application, equipments and infrastructure installed at different offices and Data Centers of ACE Punjab.
6	To define and implement Network Administration and Management policies and procedures.
7	Interaction with end users to provide support regarding network related issues like connectivity with servers, PCs and other equipments on the LAN/WAN at concerned Regional/District level.
8	To communicate and liaison with web hosting and internet connectivity (bandwidth) provider (s) for reliable, smooth and stabilized web hosting website.
9	Any other assignment given by the authority.

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