



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF NETWORK ADMINISTRATOR (BS-17) IN THE LABOUR & HUMAN RESOURCE DEPARTMENT PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION (CASE NO.78RM2019)

Main Responsibilities and Tasks:

1. Responsible for the availability of entire network infrastructure.
2. Responsible for the installation, configuration, management and operational of network & network security devices as per the standardized approach.
3. Responsible for the inventory management of network devices and their configuration.
4. Making use of security of the network.
5. Managing all the Wi-Fi infrastructure of the hospital and head office.
6. Solving the network related queries.
7. Making any type of small network with the help of Network Engineer.
8. Responsible of taking regular backup of configuration of network equipments, if any changing.
9. Any other duty assigned by the higher officers.

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