



## **PUNJAB PUBLIC SERVICE COMMISSION**

### **JOB DESCRIPTION FOR THE POST – NETWORK ADMINSTRATOR (27M2024)**

#### **Main Responsibilities and Tasks**

1. Installing and configuring computer networks and systems
2. Identifying and solving problems that arise with computer network and systems
3. Maintaining existing software and hardware and upgrading that have become obsolete
4. Involvement in network management and help desk support
5. Provide Network Administration and Support
6. Act as link between end user and high level support
7. Monitoring computer networks and systems to identify how performance can be improved
8. Install and configure software and hardware (Printer, network cars, drivers etc.)

#### **Occasional Tasks and Responsibilities**

1. Providing active support of hardware, networking, software and DSP's MIS to Area, Field Officers and Head office of his respective region.
2. Maintenance of computers and other I.T. related equipment at Head office, area and field office levels and provide support to the staff in managing their day-to-day problems related to efficient usage of computers and information technology.
3. Provide DPS's I.T related trainings to newly hired staff of respective officers in region.
4. Work closely with Head Office and Area staff for up keeps of internet connectivity and arrangement of backup internet devices for all offices of the region and maintains inventory.
5. Ability to troubleshoot hardware and software related issues with desktops, laptops, Printers, switches and routers for team and in-office users.
6. Install and upgrade hardware and software as needed.
7. Assist employees with technology including hardware, software, remote access, and telephone systems.
8. Troubleshoot network and system problems.
9. Monitoring of Network including usage of bandwidth, network security and network connectivity.
10. Monitoring the status of Web Servers and Database Servers.
11. Perform duties of a Front-End Developer at the time of necessity.