



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (NETWORK ADMINISTRATION (LUMP SUM RS. 75,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (66H2021).**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Maintain a reliable, secure and efficient data communication network.
2. Shall assist in daily administration and troubleshooting of the network and resolve generated queries.
3. Shall be responsible to perform IOS and firmware upgrades of WAN Equipment.
4. Should be able to deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation.
5. Provide interim solution implementation until the problem cause and resolution can be determined and mitigated.
6. Responsible to manage network permissions and privileges.
7. Assist in network design, configuration and monitoring.
8. Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure.
9. Implement security policies, procedures in conjunction with the organization's security policy.
10. Liaise with vendors and other IT personnel for problem resolution.
11. Maintain and manage inventory record (hardware and software).
12. Shall assist in procurement of IT Equipment, software and Services.
13. Must be expert in verbal and written communication.

### **Skills Required.**

Must have expertise and hands on experience in routing protocols like BGP, OSPF, EIGRP, and RIP. Must have good understanding of MPLS/SDWAN design, Traffic Engineering, implementation and optimization. Must have hands on experience on IP Telephony & Video conferencing, Firewall, Routers and Switches. Should be well versed with network monitoring tools like Solar winds, PRTG etc .

### **REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Leadership Qualities.
2. Administrative Ability.
3. Communication Skills.
4. Decisiveness.
5. Writing Skills.

-----END OF DOCUMENT-----