



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR DATA CENTER OPERATIONS (LUMP SUM RS. 175,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (67H2021).

MAIN RESPONSIBILITIES AND TASKS

1. To Oversee Overall management and monitoring of Data Center Active and Passive infrastructure and ensure high availability of services.
2. Monitor all software and hardware products and ensure compliance to Data Center standards and systems.
3. Shall responsible for ensuring end to end backup of Critical Data and services on primary to disaster recovery (DR) site.
4. Lead, develop and implement IT initiatives that enable the organization to flourish more vigorously and profitably.
5. Shall develop strategy and SOPs for an availability of services at DR site with bare-minimum down time.
6. For DC operations shall develop a strategy that is consistent with and leverages industry best practices.
7. Protect the Organization and its operations against IT risks, including unauthorized access to information, data integrity problems, loss of processing capability, and poor service levels.
8. Responsible for tracking of maintenance & support contracts, product licensing and budgetary expectations for the following financial year's investment.
9. Ensure a proactive approach to risk assessment and management.
10. Must have good communication skills and can explain complex Scenarios/ Situations in easy to understand way.

Skills Required.

Must be well versed in Microsoft System Center Suit, Windows Clustering, Active Directory, Exchange Server, Cisco Nexus switches, Cisco Unified Computing Systems, Cisco Email Security Appliance, Cisco Firepower, EMC Storage (Fiber Channel, Storage Groups, Storage pools and Logical Unit Numbers), EMC Backup and archiving solution. Must have sound knowledge VPC and OTV technologies.

Should have adequate knowledge of routing protocols like OSPF, EIGRP etc. Should have good knowledge and administering experience of passive infrastructure of Data Center i-e Hot aisle containment, DCIM, UPS, HVAC, VESDA, Cooling, Electrical Chillers, Fire Suppression and Detection System, Surveillance, Electrical Panel.

REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS

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

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