



Society for Promotion of Vocational & Technical Education [SOVTECH]

Port Blair

VACANCY NOTICE

Port Blair, dated 14.06.2024

SOVTECH invites applications from eligible candidates for filling up of the following posts purely on contract basis.

S N	Designation	No. of posts	Consolidated monthly salary in INR
1	Programmer	5	31,500/-
2	Network Engineer	1	31,500/-
3	Network Administrator (SDC)	2	35,000/-
4	Database Administrator (SDC)	2	35,000/-
5	Network Security Expert (SDC)	2	43,000/-
6	Server and EMS Administrator (SDC)	1	43,000/-
7	BMS Engineer (SDC)	2	25,000/-
8	Helpdesk Executive (SDC)	3	21,000/-
9	Accounts Assistant	1	30,000/-
	Total	19	

The details of posts, Eligibility criteria viz., Essential qualification, Experience, Roles and responsibility and terms and conditions are given below: -

S.N	Name of the Post	Eligibility Criteria
1	Network Engineer	<p>Essential Qualification and Experience:</p> <ul style="list-style-type: none"> • B.E/B.Tech in CSE/ECE/IT/EEE Or • B.Sc. (Information Technology/Computer Science) with 2 years experience in the field of networking. Or • 3 years Diploma in Computer Science /Electronics and Communication/Information Technology/Electrical with 2 years experience in the field of networking. <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Monitoring and providing connectivity support to Government departments. • LAN networking • Setting up of VPN connectivity for CSCs. • Monitoring of VSAT operations across A & N Islands. • Monitoring of SWAN network across A & N Islands. • Maintenance of Video Conferencing (VC) register. • Maintenance of stock register.
2	Programmer	<p>Essential Qualification</p> <ul style="list-style-type: none"> • B.E/ B.Tech (Computer Science Engineering/Information Technology) Or Master of Computer Application Or • 3 years Diploma in (Computer Science Engineering/Information Technology) with 2 years relevant experience. Or • B.Sc. (Computer Science/ Information Technology) with 2 years relevant experience. Or • Bachelor of Computer Applications with 2 years relevant experience. <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Responsible for analysis, design, development, testing, maintenance and documentation of applications. • Development of web-based application as per requirement.

S.N	Name of the Post	Eligibility Criteria
3	Network Administrator (SDC)	<p>Essential Qualifications: Qualification: B.E/B.Tech in CSE /IT OR Diploma in CS/IT with BCA OR B.Sc. (IT/Computer Science) OR MCA</p> <p>Experience: 2+ years of work experience in networking.</p> <p>Desirable: -OEM certification (CCNA/CCNP)</p> <p>Duties and responsibilities: Installation and configuration of networking devices (Core Routers/ Core Switches) in A & N State Data Center Managing IPS/ Firewall including patch updation and creation of ACL Checking health of all Networking devices in Spectrum EMS server Monitoring utilization of Networking devices and internet bandwidth usage Logging call with vendor for any issues with devices Monitoring / Analysing device's log Creating and configuration of VLAN network Checking IPS signature and updation status Maintaining/ updating IP address list assigned to the devices Backup of configuration periodically / before change in configuration Coordinate with respective OEMs Monitoring ISP availability.</p>
4	Database Administrator (SDC)	<p>Essential Qualification: Qualification: B.E/B.Tech in CSE /IT OR Diploma in CS/IT with BCA OR B.Sc. (Computer Science) OR MCA</p> <p>Experience: 2+ years of work experience in handling Databases.</p> <p>Desirable: OEM certification (OCP/MCDBA)</p> <p>Duties and responsibilities: Installation and configuration of Database (MSSQL / MYSQL / ORACLE etc) in Windows/ Linux/ Unix Server environment. Creation of Database instances, creation of user authentication Deployment & configuration of applications in</p>

S.N	Name of the Post	Eligibility Criteria
		<p>already installed DBs. Management of database health and logs Responsible for taking and managing database backup & restoration. Importing / exporting database data Checking connection between application and database server while hosting applications Database performance tuning Resolving EMS incident assigned to them Coordinate with respective OEMs</p>
5	Network Security Expert (SDC)	<p>Essential Qualifications: Qualification: B.E/B.Tech in Electronics/ Computer Science/IT or MCA</p> <p>Experience: 4+ years of experience in IT firm out of which at least 3 years of relevant work.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Relevant work experience in Data Centre • OEM certification (CCNA/CCNP-security/CEH etc) <p>Duties and responsibilities: Overall responsibility of network and information security domain. Monitor all security related logs generated by devices. Blocking of URL and web contents Adding ACL Updating anti-virus definition, IOS and OS patches and firmware. Coordinate with relevant security agencies. Responsible for managing the Data Centre Information Security Management System (ISMS) and Information Technology Management System (ITMS). Maintaining knowledge base of all patches Vulnerabilities assessment and penetration testing of all the IT devices and remediate the risks. Periodic review of all rights and privileges Creating and maintaining various policy documents. Detecting intrusions and unauthorized access to networks and servers Updation of HIPS signature Protecting firewalls from attacks and servers</p>

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		<p>from viruses Coordinate with respective OEMs.</p>
6	Server and EMS Administrator (SDC)	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> • B.E/B.Tech in Electronics/Computer Science/IT or MCA <p>Experience: 4+ years of experience in IT firm out of which at least 3 years of relevant work.</p> <p>Desirable: OEM certification (MCP/MCSE/ RHCSA etc)</p> <p>Duties and responsibilities: Overall responsibility of Server and EMS (Enterprise Management System) domain in A & N SDC. Installation of operating systems (Windows/ Linux) in Data Center Server Environment Hardening of servers (service pack & patch updation and firmware updates) Installation and configuration of IIS/DNS/DHCP/ FTP/ADS service Configuration and managing of EMS tools. Installation of Backup and anti-virus client Installation and configuration of EMS Agent Vulnerability assessment of servers and fixing it Maintaining license details of servers Performing routine maintenance activities Updation of planned & preventive maintenance registers Logging call with vendor for faulty component replacement Resolving EMS incident assigned to them Monitoring of server logs and performance tuning. Checking health of all devices in Spectrum EMS server. Coordinate with respective OEMs.</p>
7	BMS Engineer (SDC)	<p>Essential Qualifications: B.E/B.Tech in any Discipline with 1+ years of relevant experience</p> <p style="text-align: center;">OR</p> <p>Diploma in Engineering in any Discipline with 2 + years of relevant experience</p> <p>Duties and responsibilities: Overall responsibility of Physical security of the Data Center facility</p>

S.N	Name of the Post	Eligibility Criteria
		<p>Monitoring and maintenance of temperature at desired level at all operations area including Farm Area.</p> <p>Check and response BMS alert and generating reports</p> <p>CCTV monitoring and backing up of CCTV recording</p> <p>Maintaining access control cards</p> <p>Servicing of comfort AC, PAC, UPS, battery, etc</p> <p>Performing preventive maintenance of all Non- IT devices (UPS, DG, PAC, CCTV, Fire suppression system, VESDA, RRS, WLD, etc)</p> <p>Refilling diesel and maintaining consumption Report</p> <p>Coordinate with respective OEMs/Vendors for Carrying out AMC/ maintenance.</p> <p>Resolving EMS, Civil incidents assigned</p>
8	Helpdesk Executive (SDC)	<p>Essential Qualifications:</p> <ul style="list-style-type: none"> B.E/B.TECH in any Discipline OR Diploma in Engineering in any Discipline with at least 1 year of relevant experience <p>Duties and responsibilities :</p> <p>Single point of contact for all incidents and service requests through phone or helpdesk email ID at the SDC.</p> <p>First level analysis of all incidents and assigning it to appropriate Engineers to resolve the problems</p> <p>Updating user departments and resolving manually raised calls</p> <p>Updating knowledge base for all known problems</p> <p>Continuous monitoring of all IT infrastructures via EMS console</p> <p>Referring escalation matrix to log call with Vendor</p> <p>Generating EMS incident reports</p> <p>Continuous monitoring of EMS Helpdesk interface to check any new incidents.</p> <p>Monitoring connectivity via EMS spectrum topology.</p>
9	Accounts Assistant	<p>Essential Qualification:</p> <p>B.Com from any recognized University.</p> <p>Tally Course Certificate or equivalent Certificate.</p> <p>3 years experience in Accounts related work in Govt. Dept. and PSU with working knowledge in PFMS, TDS, GST & EPF.</p> <p>Duties and responsibilities :</p>

S.N	Name of the Post	Eligibility Criteria
		<ul style="list-style-type: none"> • Initiating financial proposals. • Maintenance of Books of Accounts in Tally software. • Initiating payment through PFMS and online banking. • Compliance with auditors and preparation of financial reports. • Filing of EPF, TDS, TDS on GST and GST returns monthly/quarterly • Preparation and submission of Utilization Certificates of various projects. • Assisting Financial Advisor. • Preparation of LFA and CAG Audit reply. • Other accounts, financial and administrative related work.

METHOD OF SELECTION:**A. Programmer**

- The Selection for the posts of Programmers will be made through a Trade test which will be held for the eligible candidates on **13.07.2024**
- The Trade Test will carry 100 marks.

B. Other technical posts

- The Selection test for the technical posts other than Programmer will be held through written test and skill test for the eligible candidates.
- The Written Test will carry maximum marks 30 and will be held on **14.07.2024**
- The skill test will carry maximum marks 70 and will be held on **15.07.2024 and 16.07.2024**.

C. Accounts Assistant

- The Selection for the post of Accounts Assistant will be made through a written test which will be held for the eligible candidates on **16.07.2024**
- The Written Test will carry maximum marks 100 as under:
 - General English-MM 20
 - General Knowledge - MM 20
 - Quantitative Aptitude - MM20
 - Commercial Accounts - MM 40

TENURE OF CONTRACT:

The period of contract shall be for Five Years renewable on yearly basis based on performance.

GENERAL CONDITIONS:

- A Candidate may apply for more than one post.
- The candidate who can join immediately after selection will be given preference.
- The candidates needs to apply online by visiting the url - <https://erecruitment.andaman.gov.in/crap/> or may also apply through Common Service Centres (CSC) by paying usual charges for scanning and uploading the documents.
- All relevant documents in support to the essential qualification, desirable qualification like Educational Certificate, Mark Sheets, Age Proof and Experience Certificate should be uploaded along with the applications.
- The last date of submission of application (online) **01.07.2024 by 12.30 PM.**
- Applications received after the due date and time shall not be considered.
- The syllabus for the examination for the above mentioned posts is enclosed as **Annexure A.**
- Society for Promotion Vocational & Technical Education (SOVTECH) reserves the right in all respect regarding filling up the post and the decision. Its decision will be final and binding.
- In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information, his/her candidature will stand rejected.
- The candidates are advised to go through the requirements of educational qualification, age etc. carefully and satisfy themselves that you are eligible before appearing for the interview.
- The decision of SOVTECH in all aspects pertaining to the application, its acceptance or rejection, conduct of interview and at all consequent stages culminating in selection or otherwise of any candidate shall be final and binding on all concerned. SOVTECH reserves its right to alter/modify any condition laid down in this vacancy notice or any backend process for conduct of selection during its various stages as warranted by an unforeseen circumstances arising during the course of this process or as deemed necessary by SOVTECH at any stage.
- Applicants should note that some of the above posts may involve work of arduous nature and in shifts.

ACTION AGAINST MISCONDUCT:

- i) Candidates are advised in their own interest that they should not furnish any documents/ information that are false, tampered, fabricated, having overwriting, having correction marks and they should not suppress any material information while filling up application.
- ii) At any stage of recruitment or later, if a candidate is or has been found guilty of any misconduct during the selection process, in addition to rendering himself/herself liable to legal/criminal prosecution, will also become liable to be:
 - a) Disqualified from the selection process and/or
 - b) Debarred either permanently or for a specified period from any examination/recruitment and/or

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- c) Discharged/removed/dismissed from service, if the act of misconduct comes to notice after his/her appointment to the roll of SOVTECH.

**EXECUTIVE OFFICER
SOVTECH**

Annexure - A**SYLLABUS FOR SELECTION TEST OF THE POST NETWORK ENGINEER AND PROGRAMMER IN SOVTECH****1. Name of the post: Network Engineer****Syllabus:****Written test: Time allowed: 30 min (30 marks)**

- Networking-Network Devices, IP Addressing and Subnetting, Switching and VLANs, Routing (Static and Dynamic), Access Control Lists, DHCP
- SWAN- Overview, Design and Architecture
- Proxy Servers and Virtual Private Network
- Fiber Optic Networks

Skill test: Time allowed: 90 min (70 marks)

- Configuration of Routers.
 - Optical Fiber Cable Splicing and ensuring end-to-end connectivity between two PCs in a fiber network.
 - LAN Networking.
 - Configuration of Leased Line Network.
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2. Name of the post: Programmer

Syllabus for skill test: 100 marks (4 hours)

- Trade Test on development of a web Application in ASP.NET.
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3. Name of the post: Server & EMS Administrator**Syllabus for written test**

- Windows Server Operating Systems (2008 R2 and 2012 R2, 2016)
- 2008 R2 Domain Name System v6.1
- EMS tools
 - CA Spectrum 9.2
 - CA Service Desk R12.6
 - CA eHealth v6.3
- SNMB Agents
- Administration of Active Directory Server v6.1
- 2012 R2 Based FTP

- 2008 and 2012 based Update Management in Windows servers
- Win 2008 and 2012 Server Hardening
- Administration of Veritas Netbackup 7.7.3
- Administration of Trendmicro Antivirus Enterprise Edition 5.4

Syllabus for Skill test

1. Install and Configure Windows Server 2012 OS (**Duration 45 min**)
2. Configure IIS 8.5 in Windows server 2012 Operating System and host one demo Application (**Duration 60 min**)
3. Enable iSCSI Storage (**Duration 30 min**)
4. Enable Hyper-V (**Duration 30 min**)
5. Format IBM TS3310 Storage v7 LTO4 Tape Commands and restart services using cmd prompt (**Duration 20 min**)
6. Add a new Device/Server in EMS tool (CA Spectrum) (**Duration 20 min**)

4. Name of the post: Network Administrator

Syllabus for written test

1. Virtual Local Area Network (VLAN)
 - Creating VLAN
 - VLAN ACL
 - VTP
 - Trunking
2. OSI Layer
3. IP Addressing and Subnetting
4. Network Devices and its functions
5. Routing Protocols
 - Static Route
 - OSPF
 - EIGRP
6. Access Control List (ACL)
 - Types of ACL and its application
7. Network Address Translation(NAT)
 - Static NAT
 - Dynamic NAT
 - PAT
8. Spanning Tree Protocol(STP)
 - BPDU
 - RSTP
 - MSTP

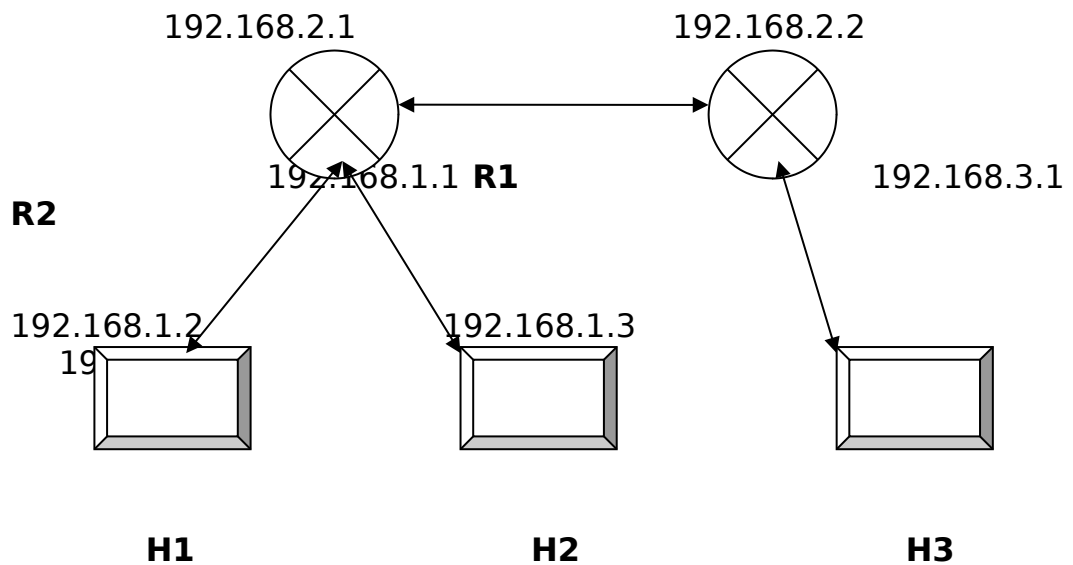
Specification of Devices

- HP Router MSR5040
- HP App Switch 5500

- HP Core switch 7500
- Firewall Secpath 1000E
- Radware IPS DefencePro

Syllabus for Skill Test

1. Crimping of Ethernet cable (Straight and cross cable). **(Duration 20 min)**
2. Configure 2 Routers (MSR 2010) R1 and R2. Connect R1 to with 2 hosts H1 and H2 and connect R2 to host H3. Allow ping access of H3 to H2 with ping restriction to H1. **(Duration 45 min)**



5. Name of the Post: Database Administrator

Syllabus for Written Examination

- Introduction of MS SQL SERVER Architecture
 - o Components of MS SQL Server
 - o SQL DB Files
 - o Transaction Isolation Levels
 - o System Databases
- SQL SERVER Installation
 - o System Requirements for MS SQL 2017

- o SQL server upgrade and Patching
- SQL Server Backup & Restore:
 - o Recovery Models
 - o Types of Backups including Copy only
 - o Types of Database Restore
 - o Data Import & Export
- Security Concepts in SQL
 - o SQL Server Authentication vs Windows Authentication
 - o Logins & Users of SQL Server
 - o Understanding SQL Server fixed database roles
- Performance Tuning
 - o Understanding Database indexes
 - o Understanding SQL Server Profiler
- Basic of Advanced SQL Server Technology
 - o Log Shipping
 - o Database Mirroring
 - o Clustering
- Introduction to MySQL
 - o Basic SQL
 - o Managing Users and Privileges
 - o Backing Up and Restoring MySQL Databases

Syllabus for Skill Test

MS SQL

- 1. Install and configure Default instance of SQL Server (Duration 45 min)**
- 2. Restore Database DB1 backup file (Duration 5 Mins)**
- 3. Add another Database DB2 mdf file (Duration 5 Mins)**

4. Create a Login to connect and perform DML operation on DB1 (**Duration 10Mins**)
5. Create Maintenance Plan to automate backup process to take Full (daily once), Differential (daily twice) and Log backup (every 2 hours) for Database DB1 (**Duration 20 mins**)

My SQL

1. Install and configure MySql DBMS (**Duration 30 min**)
2. Create a database DB1 and restore data from a dump backup file. (**Duration 10 Mins**)
3. Create a user to connect to DB1 and grant permission to perform DML operation (**Duration 10 mins**)
4. Take the backup of DB1 (**Duration 10 mins**)
5. Write a script and schedule to automate the backup process to take daily backup (**Duration 20 mins**)

Note:

- ✓ MS SQL Database Version 2008 R2 and 2017
- ✓ MySQL Version 5.5
- ✓ Platform: Windows OS

6. Name of the post: BMS Engineer

Syllabus for written test

1. Working principle, Fault analysis & Troubleshooting technique of Electrical devices
 - Uninterrupted Power Supply (UPS)
 - Diesel Generator (DG)
 - Precision Air Conditioner (PAC)
2. Working principle, Fault analysis & Troubleshooting technique of Security Systems
 - Fire suppression system
 - Addressable fire panel
 - Very Early Smoke Detection Apparatus (VESDA)
 - Close Circuit Television (CCTV)
 - Rodent Repellent system (RRS)
 - Water level detection system (WLD)
 - Access control system (ACS)

3. Monitoring parameters of electrical devices such as Uninterrupted Power Supply (UPS), Diesel Generator (DG), Precision Air Conditioner (PAC) & Comfort Air Conditioner (CAC)
4. Monitoring parameters of Data Centre zones like server room, electrical room, UPS room etc.
5. Smart racks

Specification of Devices

- Uninterrupted Power Supply (UPS):60 & 20 KVA, Emerson, model-7400M.
- Diesel Generator (DG): 82.5 KVA Cummins, Engine Model 6BT-5.9-G1.
- Precision Air Conditioner (PAC): 8.5 Ton Emerson,Model- PEX 130 EC WITH ICOM
- Fire suppression system: Model-Ravel - RE 120GR
- Addressable fire panel: Model - EST Quick Start
- Very Early Smoke Detection Apparatus (VESDA): Model - Siemens/XTRALIS, VLF-250-02
- Close Circuit Television (CCTV): Model - HIKVISION
- Rodent Repellent system (RRS): Model- Jayfire
- Water level detection system (WLD): Model - Jayfire
- Access control system (ACS): Model - Johnson control (JCI) P2000 V3.10 Express

Syllabus for Skill Test

1. Fault analysis of 8 2.5 KVA Diesel Generator (DG), Engine Model No: 6BT-5.9-G1, Make: CUMMINS. **(Duration- 20 Min)**
2. Fault analysis of 8.5 ton Precision Air Conditioner (PAC), Model-PEX 130EC with ICOM), Emersion make.**(Duration- 15 Min)**
3. Providing access rights to new visitor card and disabling access through Johnson control (JCI)P2000 V3.10 Express. **(Duration- 10 Min)**
4. Providing access to new visitor for specific location for defined time through Johnson control (JCI)P2000 V3.10 Express. **(Duration- 10 Min)**
5. Providing biometric access through Johnson control (JCI)P2000 V3.10 Express. **(Duration- 10 Min)**
6. Door control enabling and disabling process through Johnson control (JCI)P2000 V3.10 Express. **(Duration- 10 Min)**
7. Access Report generation through Johnson control (JCI)P2000 V3.10 Express. **(Duration- 15 Min)**

8. Calibration of electrical device parameters through Johnson control (JCI) Metasys V5.2.0.5400 monitoring systems. **(Duration- 15 Min)**
9. Troubleshooting of EST(quick start) addressable fire panel, Water level detection system.**(Duration- 20 Min)**
10. Troubleshooting of S321-IP door controller. **(Duration- 20 Min)**

7.Name of the post: Helpdesk Executive

Syllabus for written test:

- Basic ITIL Concepts: Incident, ticket, service request, change request, problem request
- CA EMS tool: Availability, threshold, CPU utilization, memory utilization
- Basic Data Centre concepts: What is a server (blade and rack), router, Precision Air Conditioner, UPS, Diesel Generator, IPS, ISP, VESDA, FM200, Parameters for temperature and humidity in farm area

Syllabus for skill test:

1. First level troubleshooting over phone for non-accessibility of application by a user.
2. How to apply for e-District services.
3. MS Office
4. Data Centre Concepts
5. Communication Skills

8. Name of the Post: Network Security Expert (SDC)

Syllabus

Networking: NAT, IP Classes, Sub netting, VLAN, Routing-OSPF, EIGRP, STP, LAN and WAN Protocols, ICMP, SNMP, ACL

Security: IPS, IDS, Firewall, types of attacks and how to handle, VAPT (Vulnerability assessment and Penetration testing) tools and their terminologies, knowledge of latest attacks, ISMS and ITMS terminologies, Log Monitoring, Network security policies, application security.