

Government of India
Ministry of Commerce & Industry
Cochin Special Economic Zone Authority
CSEZ Administration Building, Kakkanad,
Cochin – 682 037.

F. No. CSEZ-CSZA0E(22)/1/2024-SEZ Cochin

Dated the 29th January 2025

CIRCULAR

Subject: Engagement of System Administrator in CSEZ on contract basis – reg.

The Cochin Special Economic Zone Authority under the Ministry of Commerce & Industry, Government of India invites applications from qualified and experienced professional for engaging as System Administrator in CSEZ, Cochin on contract basis for a period of one year.

(i)	No. of Personnel required	01 (one)
(ii)	Qualification	BE/BTech/MCA/MSc in Computer Engineering/ Computer Science/Information Technology/Electronics& Communication with 3 years' experience or Diploma in Computer Science/Network Engineering/ Information Technology/ Electronics & Communication with 5 years' experience in installation, testing and maintenance of network configuration, switches, Routers, Firewalls, Server Configuration, also knowledge on Cyber Security, TCP/IP trouble shooting techniques and Website Deigning/Management
(iii)	Age limit	45 years
(iv)	Job requirements	• Install and configure software and Hardware • Manage Network servers and technology tools • Setup accounts and workstations • Monitor performance and maintain systems according to requirements • Upgrade systems with new releases and models • Develop expertise to train staff on new technologies • Build an internal wiki with technical documentation, manuals and IT Policies • Providing periodical and routine check-ups and update for Hardware and Software solutions across the Organization • Ensure security and efficiency of IT infrastructure • Provide technical support for events, Conference, Seminars in both online and offline mode • Provide support to officers and staff in addressing issues on MS Office, implementing the various Web modules, Configuration of DSC in system • Maintaining Social Media Accounts of this office • Operation and Maintenance of web modules of DC Office, CSEZ and CSEZ Authority
(v)	Desirable Skills	Good communication skill and team player, knowledge on configuring and maintaining VLAN, IP Phones, CCTV and surveillance Systems. Biometric/RFID/DNFC based access control systems.
(vi)	Selection Procedure	• The selection of System Administrator shall be made in accordance with the provisions contained in GFR 2017 and Manual of Procurement of Consultants& Other Services. • Selection will be finalized after personal interview.

(vii)	Tenure of engagement	The engagement shall be initially for a period of one year. Thereafter, the engagement would be reviewed and it would not exceed one year at a time.
(viii)	Remuneration	A monthly consolidated remuneration to be paid shall be fixed based on personal interview with selected candidates.
(ix)	Other terms and conditions	- Selected candidate shall not be entitled to any kind of allowance or accommodation facility. No TA/DA shall be admissible for joining the assignment or on its completion. - TDS as admissible shall be deducted from the monthly remuneration. A TDS certificate shall be issued by the concerned DDO on demand. - The engagement would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of engagement with this office. - The engagement is purely of a temporary nature. - The engagement can be terminated by the office of CSEZA at any time without assigning any reason thereof by giving him 15 day's notice. However, in case the System Administrator wishes to resign, he will have to give 15 day's advance notice to this office. - The System Administrator is expected to display utmost honesty, secrecy of office and sincerity while discharging his duties. The personnel engaged as System Administrator on contract basis shall not, except with the previous sanction of the CSEZA in the bona-fide discharge of his duties publish or contribute an article or anonymously or pseudonymous in the name of any other person, uses any information that he may gather as part of this assignment, without the approval of the CSEZA. - The personnel shall be responsible for safe keeping of all the official files and documents which may be in his/her use, custody or charge and shall return them in good condition and order at the time of termination of the engagement. He/She shall be required to maintain utmost secrecy in respect of all official files/documents, commercial transactions, tenders, software packages license, copy rights & trade mark and any other information in connection with the Government of India or Authority or Office of the Development Commissioner and about any person/institution in relation to the former. - The System Administrator shall neither seek nor accept instructions from any authority external to CSEZA or office of the Development Commissioner, CSEZ in connection with the performance of his obligations under the contract. - The System Administrator shall not advertise or otherwise make public for purposes of commercial advantage that he has a contractual relationship with CSEZA or office of the Development Commissioner, CSEZ, nor shall the System Administrator, in any manner whatsoever, use the name, emblem or official seal of CSEZA or office of the Development Commissioner, CSEZ, or any abbreviations of the name of CSEZA, in connection with his profession or otherwise.

2. The CSEZA reserves the right to accept or reject in part or in full to all responses without assigning any reasons whatsoever.
3. The last date for receipt of applications, in the prescribed format is 10th February 2025 upto 3.00 PM. Applications received after due date/time and without supporting documents will not be considered.
4. Application, as per Annexure – I, may be sent to the Chairperson, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Cochin – 682 037.

Sd/-
Secretary, CSEZA

To

1. Website of CSEZA.

Annexure – I

**Application for the post of System Administrator on contract basis in the Cochin
Special Economic Zone Authority, CSEZ Administrative Building,
Kakkanad, Kochi – 682 037.**

Recent passport
size photograph

1	Full name (in block letters)	
2	Father's name	
3	Date of birth (DD/MM/YYYY)	
4	Age as on date	
5	Contact details	Mobile No. Email ID:
6	Address for communication (<i>Copy of address proof to be attached</i>)	 PIN:
7	Educational/Technical qualification (Enclose copy of certificate/ mark sheet)	
8	Brief particulars of experience (assignment-wise) (A separate sheet may be enclosed)	

I hereby declare that the particulars furnished above are true and correct in the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound to the decision of the CSEZA. I have read this circular and ready to accept all the terms and conditions for engagement of System Administrator on contract basis.

Place:
Date:

Signature
(Full name of the applicant)