

**ADVERTISEMENT FOR ENGAGEMENT OF IT NETWORK ADMINISTRATOR AND IT SECURITY PROFESSIONAL ON FIXED TERM CONTRACT BASIS IN OMC LTD**

**No. 50 /OMC**

**Dt. 28.07.2020**

The OMC, a Gold category and largest State PSU in Mining Sector in the Country, undertakes exploration, mining and trading of iron, chrome & bauxite ores. Inspired by the vision to emerge as the market leader and to play a catalytic role in the growth of industrialization, OMC caters to the requirements of mineral based industries. The Corporation has achieved an annual turnover of Rs.3975 crores in the FY 2019 -20.

The OMC intends to engage the following IT Professionals on fixed term contract basis for designing, implementing, maintaining and administering the IT networks of the Corporation for which applications are invited from dynamic & competent professionals for filling up the Post.

Sl. No	Name of the post	No of post	Qualification	Experience	Age as on 30.06.2020	Monthly consolidated remuneration
1.	IT Network Administrator	01	BE/B.Tech (Computer Science/IT/Electronics)/MCA from an AICTE/ UGC recognized Institute.  <b>OR</b> Graduation from recognized University and mandatorily with CCNA/CCNP/CCIE or relevant network certification.	Minimum 05 years of post qualification experience in designing, implementation & monitoring of IT network.	Maximum 36 years	Negotiable
2.	IT Security Professional	01	BE/B.Tech (Computer Science/ IT / Electronics) / MCA / MBA (Information System) from an AICTE/ UGC recognized Institute and preferably with CISSP/ CISA/ CISM/ CEH or other relevant security certification.  <b>OR</b> Graduation from recognized University and mandatorily with CCNA/ CISSP/ CISA/ CISM/ CEH Certification.	Minimum 05 years of post qualification relevant experience in information security.	Maximum 36 years	Negotiable

- The eligible candidates will be short-listed on the basis of relevant work experience.
- The selection will be made on the basis of personal interview of eligible shortlisted candidates.
- The engagement is on fixed term contract basis initially for a period of one year and may be extended for further period subject to satisfactory performance/ requirement of the Corporation.

Interested eligible candidates are required to download the application format from OMC website: <http://omcltd.in> and submit the same duly filled in & signed along with self attested copies of Mark sheets, Certificates, Testimonials, Experience Certificates in support of their eligibility by Speed Post /Courier in a cover superscribed **“APPLICATION FOR THE POST OF \_\_\_\_\_”** so as to reach the General Manager (P&A), The Odisha Mining Corporation Ltd., OMC House, Bhubaneswar-751001 by **18.08.2020** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

The OMC Management reserves the right to cancel, amend or alter the above advertisement without assigning any reason thereof.

**Sd/- General Manager (P&A)**  
**The Odisha Mining Corporation Ltd.**  
**Post Box No-34, OMC House**  
**Bhubaneswar – 751001**

**TERMS AND CONDITIONS OF ENGAGEMENT OF IT NETWORK ADMINISTRATOR AND IT SECURITY PROFESSIONAL ON FIXED TERM CONTRACT BASIS IN OMC LTD.**

**1.) IT NETWORK ADMINISTRATOR**

**BASIC ELIGIBILITY CRITERIA**

- BE/B.Tech (Computer Science, IT, Electronics)/ MCA from an AICTE/UGC recognized Institute.

**Or**

- Graduation from recognized University and mandatorily with CCNA/CCNP/CCIE or relevant network certification.
- Minimum 05 years of post qualification experience in designing, implementation & monitoring of IT network.
- Maximum 36 years as on 30.06.2020.

**KEY SKILLS DESIRED**

- Strong understanding of network infrastructure and network hardware.
- Ability to think through problems and visualize solutions.
- Ability to implement, administer, and troubleshoot network infrastructure devices, including wireless access points, firewall, routers, switches and controllers.
- Knowledge of application transport and network infrastructure protocols.
- Ability to create accurate network diagrams and documentation for design and planning network communication systems.
- Design and Implementation skill of Physical LAN/WAN layer.
- Knowledge of Configuration & Administration of Network Switches & Routers, Wi-Fi AP, LAN Controller etc.
- Knowledge on Installation, Monitoring & Troubleshooting of IT hardware including end points.
- Ability to Configure Windows server for DNS, DHCP etc.
- Provides specific detailed information during selection of hardware and software.
- Ability to quickly learn new or unfamiliar technology and products using documentation and internet resources.
- Ability to work with all levels of staff within and outside of IT and outside the organization.
- A self-starter able to work independently but comfortable working in a team environment.
- Good analytical and problem-solving skills.
- Must have experience in Network security.
- Should have experience in managing large scale CCTV system with command and control center.

## **SCOPE OF WORK/ JOB DESCRIPTION**

- Configuration, maintenance and administering of IT networks and related computing environments including systems software, applications software, hardware, etc.
- Performing disaster recovery operations and data backups when required.
- Implementation of IT network including Next Gen Network, LAN, WAN, VLAN Configuration, DHCP Management, etc.
- Monitoring traffic load in network and use of firewall & load balancer.
- Troubleshooting, diagnosing and resolving hardware, software, and other network and system problems.
- Replacing faulty network hardware components when required. Configuration & Administration of Network Switches & Routers, Wi-Fi AP, LAN Controller etc.
- Collaborate with FMS professionals about solving existing system problems.
- Should help to locate issues related to the managed VC/ Unified Audio Communication and notify the same and assist in its resolution.

## **2.) IT SECURITY PROFESSIONAL**

### **BASIC ELIGIBILITY CRITERIA**

- BE/B. Tech (Computer Science/IT/ Electronics)/ MCA / MBA (Information System) from an AICTE/ UGC recognized Institute and preferably with CISSP/ CISA/ CISM/ CEH or other relevant security certification.

**OR**

Graduation from recognized University and mandatorily with CCNA/ CISSP/ CISA/ CISM/ CEH Certification.

- Minimum 05 years of post qualification relevant experience in information security.
- Maximum 36 years as on 30.06.2020.

### **KEY SKILLS DESIRED**

- Extensive knowledge of managing Web Application Firewall (Product) including rules management and product administration.
- Strong background in application security and well informed on key application security controls.
- Extensive knowledge of web technologies and concepts including APIs, micro services etc.
- Expertise in advising tech teams on application security vulnerability remediation.
- Expertise in implementation data leakage prevention (DLP), DLO and antivirus, etc.
- Strong understanding of networking concepts.
- Proven ability to understand and analyze highly complex issues, then apply

experience and judgment to develop sound recommendations related to application and security event identification and resolution.

- Ability to quickly learn new or unfamiliar IT security technology and products using documentation and internet resources.
- Ability to work with all levels of staff within and outside of IT and outside the organization.
- A self-starter able to work independently but comfortable working in a team environment.
- Excellent communication skills - written, verbal, presentation and interpersonal.
- Ability to conduct IT security awareness program within OMC.

### **SCOPE OF WORK/ JOB DESCRIPTION**

- Install security measures and operate software.
- Upgrade systems to enable security software.
- Install and upgrade antivirus software.
- Test and evaluate new technology.
- Perform penetration testing.
- Create Security incident tickets and follow up till closure.
- Gather feedback from end users to continue to improve systems.
- Design, analyze and implement efficient IT security systems.
- Monitor and analyze cyber security event data from various sources.
- Analyze cyber security events, prioritize and recommend/perform the response measures.
- Escalate the events/incidents to appropriate levels and stakeholders.
- Coordination with various teams for Cyber incident response and remediation related activities.
- Prepare Daily/Weekly/Monthly dashboard reports and share with relevant stake holders.

### **HOW TO APPLY**

- The applicant should affix recent colour passport size photograph at top right side of the application form (Annexure I).
- The applicant should attach self-attested copy of all the mark sheets, certificates, documents from HSC / 10<sup>th</sup> onwards towards proof of qualification, age, mark secured, caste, experience etc. along with the application form. In case a Degree is based on semester pattern, then the candidate needs to submit the mark sheets of all semesters including the final mark sheet of final semester.
- Applications without supporting documents/incomplete/not fulfilling the prescribed criteria in any respect shall be rejected.

### **METHOD OF SELECTION**

- The eligible candidates will be short-listed on the basis of their academic career from HSC/10<sup>th</sup> onwards and relevant work experience.
- The selection will be made on the basis of personal interview of eligible short-listed candidates.
- No TA/DA for to & fro fare shall be paid either for attending the personal interview or joining the post in OMC.

## **TERMS OF ENGAGEMENT**

- The engagement will be for 01 (One) year on fixed term contract basis with provision for further extension subject to satisfactory performance & requirement.
- The above engagement can be terminated by either side by giving one month's prior notice.
- He shall abide by the Rules and Regulations of the Corporation.

## **MONTHLY CONSOLIDATED REMUNERATION AND OTHER BENEFITS:**

- The monthly consolidated remuneration is **negotiable**.
- Besides the monthly consolidated remuneration, no other financial benefits will be given. However, while on official tour, he/she shall be paid TA/DA as admissible to the Executives in the appropriate rank in OMC.
- The monthly consolidated remuneration shall be drawn on voucher basis and no PF or other contribution shall be deducted / deposited except applicable income tax.
- He/she will not get the benefits of bonus, gift, incentive, liveries etc or any other benefit at par with the regular employees of OMC.
- 10 (Ten) days CL is allowed per annum.

## **GENERAL CONDITIONS**

- Candidates are advised to visit Corporation website: <http://omcltd.in> recruitment portal at regular intervals for any notification, news, updates, results etc. relating to recruitment.
- The decision of OMC Management will be final & binding on all candidates on all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process, etc. No enquiry/ correspondence will be entertained in this regard.
- Any dispute arising in this connection will be subject to jurisdiction of appropriate Courts of Odisha.

Interested eligible candidates are required to fill up the application format & submit the same duly filled in by **18.08.2020** positively. Applications received after the last date due to delay in postal/courier or any other reason shall not be entertained and will be rejected.

**Sd/- General Manager (P&A)**  
**The Odisha Mining Corporation Ltd.**  
**Post Box No-34, OMC House**  
**Bhubaneswar – 751001**

**THE ODISHA MINING CORPORATION LTD**

**Annexure-I**

**APPLICATION FORMAT FOR ENGAGEMENT OF IT NETWORK ADMINISTRATOR AND  
IT SECURITY PROFESSIONAL ON FIXED TERM CONTRACT BASIS IN OMC LTD**

1. Post applied for .....
2. Full Name (In capital) .....
3. Father's /Husband's Name .....
4. Date of birth .....  
(As recorded in HSC or equivalent exam) (Attach copy of certificate)
5. Age as on 30.06.2020 .....
6. Sex: .....
7. Category : .....
8. Marital status: (Married/Un-married) .....
9. Address (with PIN code):  

<u>Present Address</u>	<u>Permanent Address</u>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
10. Contact details: (a) Phone .....  
(b) e-mail .....
11. Qualification & Certification: (10<sup>th</sup> onwards) (Attach copy of certificates).



Sl. No.	Exam passed/ discipline	Name of the Board / University / Institute	Duration of course	Whether Regular course (Yes/No)	Year & month of Passing	Maximum marks	Marks obtained	% of Marks/ CGPA

(In case of CGPA/grades, please indicate equivalent percentage as per norms adopted by the University/ Institute & attach a copy of such norm fixed by the concerned University/Institute)

12. Post Qualification Experience (attach copy of certificates):

Sl. No.	Name & address of organizations worked	Post held	Scale of pay/CTC*	Basic pay	Duration of experience (DD/MM/YYYY)		Total years & months of experience	Type of assignment handled/specific nature of work/duty performed.
					From	To		

\* In case, current remuneration is in CTC format, please enclose the breakup as a separate annexure along with the application

DECLARATION

I .....Son/Daughter / Wife of ..... , do hereby declare that all the statements made in this application are true and correct to the best of my knowledge and belief. In the event of any information being found false, my candidature/appointment is liable to be cancelled/ terminated without any notice to me.

(SIGNATURE IN FULL)

PLACE: .....  
DATE: .....

NAME: .....

Documents/Certificates Attached: -

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)