INDIAN INSTITUTE OF TECHNOLOGY KANPUR

National Centre for Flexible Electronics

Reference No: SCDT/FlexE/051

Applications are invited for temporary & contractual post of **DPM OR APM (Share Point Administrator)** under the project entitled "Centre of Excellence for Large Area Flexible Electronics at IIT Kanpur" at Samtel Centre for Display Technologies (SCDT), IIT Kanpur.

Name of Post: Deputy Project Manager OR Assistant Project Manager, depending on qualification.

Minimum Qualification:

Assistant Project Manager: Post graduate (MBA/MCA/M.Com/M.Sc./M.A.) OR Graduate (B.Sc/B.A./B.com./ BBA/ BCA) + 3 years of relevant experience

Deputy Project Manager: CA/ICWA/CS OR Post graduate (MBA/MCA/M.Com/M.Sc./M.A.) + 5 years relevant experience OR Graduate (B.Sc/B.A./B.com./ BBA, BCA) + 8 years of relevant experience at appropriate level

Desirable Qualification and Expertise:

- Microsoft SharePoint
- Power Shell
- Server Administration: Microsoft Exchange Server, SQL, Windows Server
- System administration and server maintenance
- Programming / Web development: ASP.NET, JavaScript, C#, HTML5, CSS, XML
- Web site design and maintenance (sample websites to be included in application)
- Web application Security
- Good command of English language in reading/writing and speaking is mandatory

Nature of work:

The candidate's tasks and responsibilities will include:

- Setup and maintenance of FlexE's SharePoint Intranet and Extranet
- Implementation and maintenance Microsoft Exchange Server
- Maintenance of FlexE's Data storage and simulation server(s)
- System safety and Backup Strategy
- Web site design and maintenance
- IT administrative tasks
- Maintenance of social media channels of FlexE (e.g. LinkedIn, Twitter, Facebook)
- Manage day-to-day business of IT team

Salary:

Assistant Project Manager: Rs. 13200 – 1100 – 33000

Deputy Project Manager: Rs. 19200 – 1600 – 48000

Duration of appointment: 1 Year Contract (may be extended)

Number of position: 01 (One)

Kindly email your complete resume to flexe@iitk.ac.in latest by **31st August 2018**.

Room No. 305,
Samtel Centre for Display Technologies
Indian Institute of Technology Kanpur, Kanpur-208 016 UP,
Phone No: +91-512-2596622
or email at **flexe@iitk.ac.in**

Note: Please mention the reference number.