

Applications are invited for the posts in JNTUH Innovation Foundation TBI

Advt.No.JNTUHIF/Recruitment/04/2022

Date: 16-04-2022

JNTUH Innovation Foundation Invites online applications from eligible Indian Citizens for the appointment on Contract Basis for the post of System Administrator – 1, Front Office Executive – 1, Office Subordinate (Attender) – 2 posts. For detailed information also visit, www.jntuh.ac.in. Last date for the submission of application is **30-04-2022 by 4.00 pm.**

Sd/-
Director,JNTUHIF

1. Application for the post of System Administrator and Front Office Executive click the link below
<https://docs.google.com/forms/d/1FIV61TTIHF5I9W9s7INs8WNueC7oZVcFmU3pSDOtjXQ/edit>
2. Application for the post of Office Subordinate
<https://docs.google.com/forms/d/1XU3QuLzKuBayw3zslBNU7zn6soMVjTxe0oWkDSlmoKI/edit>

S.No.	Position	Pay per Month
1	Front Office Executive	Rs.20,000/-

Job Description:

1. To cordially greet and handle walk-in clients, customer, guests, visitors etc.
2. Guest management, Upkeep and maintenance/ House keeping
3. To maintain database of walk-in customers / Follow up on phone.
4. Informing incubatees about calls received via email if they are not present at their desks.
5. Operational Supervision of Lounge Area / Driveway / Main Gates
6. To ensure timely service of Tea/Coffee to visitors.
7. Assist in other general administration tasks.
8. Maintaining Incoming/Outgoing register of Incubation members
9. Receive & Re- direct calls as appropriate and take adequate messages when required
10. Assist in event management.
11. Maintaining courier, In ward and Outward details.
12. Processing visiting card and ID card requests for printing.
13. Any other admin related task that may be communicated.

Skills Required

- Excellent telephone etiquette and attention towards personal grooming
- Knowledge of working in MS Office, Excel and Internet
- Pleasing personality, customer-focused, and hard-working person
- Good in communication.

Qualifications:

- Any First-Class degree with 4 yrs experience in relevant field.

Job Description:

The System Administrator should fully support Installing, Configuring, Maintaining, and upgrading the Software, Hardware, and Networking. He/She has to Monitor the System performance and Troubleshooting Issues, Ensure Security and Efficiency of IT Infrastructure.

S.No.	Position	Pay per Month
1	System Administrator	Rs.30,000/-

Skills required:

1. Problem solving and Administration, Networking,
2. Knowledge of IoT/ Mobile device Management and Scripting language (s).
3. Collaborate with product/design and marketing terms and maintain documentation in a standard format.

Qualification and eligibility:

1. B.Tech /B.E in Networking/ System administration or MCA with first class.
2. Certification from CISCO, Microsoft, Linux desirable.
3. 5 years of Experience in System Administration / Network
4. Knowledge in Java, .Net framework, MYSQL, Windows OS, and Linux OS.
5. Handle / Assist in Lab Operation.

Office Subordinate:

S.No.	Position	Pay per Month
1	Office Subordinate	Rs.15,000/-

Age: 18-40 Years

Education: Minimum 10th Class Passed