RECRUITMENT OF NETWORK ADMINISTRATOR/ NETWORK SECURITY ADMINISTRATOR / APPLICATION DEVELOPER / DATABASE ADMINISTRATOR/ DATA ANALYST FOR IT DEPARTMENT IN CORPORATE OFFICE - CHENNAI

Post Code: **Manager/Senior Manager/ August 2023**
Position: Cadre - Manager/Senior Manager
Location: **Chennai**

Eligibility:
For Manager & Senior Managers:

1. Age not exceeding 30 years as on 01-08-2023 (relaxation generally up to 40 years of age can be considered based on commensurate, relevant prior experience).

Desired Profile:
I. Minimum 5 years of experience in BFSI Domain. For further age relaxation, commensurate additional experience would be required.
II. Early joining will be preferred.
III. For recruitment in all cadres, candidates (external) having pending disciplinary action against them at the time of applying for the position or having been punished under disciplinary proceedings in last 5 years will not be considered eligible. All appointments are subject to satisfactory reference / background verification.
IV. RHFL Internal candidates are not eligible to apply.

Educational Qualification:

Graduate (preceded by 10, +2/Diploma) in BCA, B Tech/ BE in CS/ IT/ Circuit Branch from a UGC recognized university. Graduates from Open University will not be considered. Post-graduation such as MCA, M Tech etc. will be preferred. For Data Analytics requirement, M.Sc – Statistics /MBA will be preferred.

a) Job Description (Network Administrator):

- Day-to-day network/security and essential IT systems monitoring, ensuring theirconstant availability and usability.
- Assists in troubleshooting and remediation of assigned systems and third parties toensure timely and effective resolution.
- Escalation of complicated incidents to higher support levels if required.
- Tracks incidents through to resolution.
- Preemptively reacts to prevent possible service outage/downgrade (saturatedLAN/WAN links etc.).
- Maintenance of network/security monitoring, analysis and reporting tools.

- Monitors and ensures consistency and up to date of Network/Security systems withperiodical reports.
- Performs other related duties as may be required.
- Planning Network Architecture, Implementation and support, Create and update network designs / Diagrams and Documents as per project / customer /audit requirement
- Co-coordinating with the ISP and vendors for the implementation of devices, applications and Link-commissioning and troubleshooting.
- Raising TAC cases with Cisco, Lenovo, HP and Fortinet team for troubleshooting the issues in network on urgent basis.
- Planning Network Architecture, Implementation and support, Create and update network designs / Diagrams and Documents as per project / customer /audit requirement
- Manage overall Network and Security Infrastructure.
- Identify risks throughout critical processes and systems and assess the mitigating controls in Planning network Architecture, Implementation and support, create and update network
- Datacenter migrations, shifting Network Traffic between the Datacenters and Patching of critical devices like Cisco routers, Cisco Nexus switches, HP SAN switches and Fortigate Firewalls
- Implementing, Monitoring and Administration of Devices like Router, Switches, firewalls at branches and Data Centre.
- Network, Bandwidth planning & up-gradation, Hardware sizing and new link commissioning, designing and deployment using LL, E1 and MPLS links.
- Planning and scheduling for Deployment of Network components, Implementingnew sites and Change Management.

Key Skillset: CCNA certified or equivalent level of knowledge. Deep understanding of network protocols (ICMP, UDP, TCP, SNMP, DHCP, DNS etc.); IP filtering and firewalling, Routing (Static routes, EIGRP, OSPF), Switching (VLANs, STP). Networking and Security certifications will be an added Advantage. NOC/IT Service desk previous experience will be an added Advantage.

b) Job Description (Network Security Administrator):

- Day-to-day network/security and essential IT systems monitoring, ensuring their constant availability and usability.
- Assists in troubleshooting and remediation of assigned systems and third parties to ensure timely and effective resolution.
- Escalation of complicated incidents to higher support levels if required.
- Tracks incidents through to resolution.
- Preemptively reacts to prevent possible service outage/downgrade (saturated LAN/WAN links etc.).
- Monitoring of network/security monitoring, analysis and reporting tools.
- Monitors and ensures consistency and up to date of Network/Security systems with periodical reports.
- Performs other related duties as may be required.
- Planning Network Architecture, Implementation and support, Create and update network designs / Diagrams and Documents as per project / customer /audit requirement overall Network and Security Infrastructure
- Identify risks throughout critical processes and systems and assess the mitigating controls in Planning

network Architecture, Implementation and support, create and update network

- Monitoring and vulnerability assessment of Devices like Router, Switches, firewalls at branches and Data Centre.
- Co-coordinating with SOC team and fixing on the vulnerability reported within a stipulated time.

  Key Skills: Managing Firewall, IPS, IDS, Endpoint Security, Routing, Switching, Monitoring tool (Both Network and Servers)

  Additional Qualification:

  - CCNA certified – MUST.
  - Fortigate NSE Certification (NSE1,2,3,4) - MUST
  - Deep understanding of network protocols (ICMP, UDP, TCP, SNMP, DHCP, DNS etc.);
  - IP filtering and firewalling, Routing (Static routes, EIGRP, OSPF, BGP), Switching (VLANs, STP) – MUST.
  - Hand on working experience on Fortinet Firewall series and Endpoint Security – MUST
  - Knowledge on SIEM tools – Advantage
  - Hands on experience SOC – Advantage
  - Networking and Security certifications / CSA– Advantage.
  - NOC/IT Service desk previous experience – Advantage.

c) Job Description (Application Developer):

Skill Set Required:

1. Front-End:
   - HTML & CSS
   - JavaScript and React
2. Back-End:
   - Node(Express) and PHP
3. Database:
   - SqlLite, MySql and SQL Server (includes procedures in all the three)
4. Testing:
   - Unit, Integration and Performance testing
5. Deployment of OS:
   - Windows and Linux

d) Job Description (Data Analyst):

- Data Analytics: Strong analytical skills to analyze complex data using statistical methods and data visualization techniques.
- Programming: Proficiency in R and Python for efficient data manipulation and analysis.
- Statistical Knowledge: Solid understanding of statistical concepts and experience applying techniques to extract insight from data.
- Database Systems: Familiarity with SQL- based and NiSQL database systems, along with data wrangling techniques.
- Experience in any business analytics tool will be an added advantage.

- Communication: Excellent communication skills to effectively convey complex data insights to non-technical stakeholders.
- Problem-Solving: Strong problem- solving skills to identify trends, patterns and correlations in data for informed decision making.
- Continuous Learning: Eagerness to stay updated with industry trends, best practices, and emerging technologies in data analytics.
- Optional: Machine Learning: Familiarity with machine learning concepts and algorithms is advantageous.

Responsibilities:

- Collect, clean and validate data from various sources, ensuring data integrity and quality.
- Analyze complex data sets using statistical methods and visualization techniques.
- Develop and implement data models, algorithms, and statistical analyses.
- Collaborate with teams to define data requirements and design data collection and reporting processes.
- Identify trends, patterns, and correlations in data to support business decision-making.

e) Job Description (Database Administrator - Oracle):

- Installing and configuring Oracle.
- Monitoring and Tuning performance.
- Database Design.
- Patching, Upgrades of all components of the system.
- Performing upgrades of the database and software to new release levels
- Managing database storage structures.
- Managing user and security.
- Proactively monitoring the database's health and taking preventive or corrective action as required.
- Managing schema objects, such as tables, indexes and views.

Key skillsets: Create and maintain SQL and PL/SQL queries and Shell scripts. Evaluating database server hardware. Proficiency in Linux Operating System. Oracle High Availability Solution (Oracle Data Guard). Oracle scalability solution (Oracle RAC). Oracle 19c database administration experience.

Additional Qualification: Oracle certification like OCS/OCP/OCM

Key Competencies required:

- Good communication skill – verbal and written
- Negotiation skill
- Interpersonal skill, leadership qualities and team management
- Multitasking ability
- Planning and organizing skill
- Target orientation

Pay & Perquisites:

CTC ranges between Rs.7 lakhs to Rs. 15 lakhs per annum, based on existing salary and relevant experience (fixed + variable, depending on fitment based on experience, performance in the selection process). However, experienced candidate would be compensated suitably as per market norms and Management discretion.

PROBATION: 1 year (extendable based on performance)

Others: The Cadre fitment (Manager/ Senior Manager) will be done based on performance of the candidate in selection process, prior experience and the decision of the Company will be final and binding.

How to Apply:

Eligible candidates are requested to apply only as per the enclosed bio-data format (along with NOC if applicable). Applications shall be sent **by post/ courier/ by mail to hrd@repcohome.com**.

Applications to be sent in a sealed envelope super-scribing the position applied for (or) by mail with the mail Subject - **"Application for the post of NETWORK ADMINISTRATOR/ NETWORK SECURITY ADMINISTRATOR/ APPLICATION DEVELOPER/ DATABASE ADMINISTRATOR/ DATA ANALYST for Chennai - August 2023".**
Mail shall be forwarded to hrd@repcohome.com / courier shall be sent to the address as given below and please ensure that it reaches us **on or before 5.00 PM, August 19th 2023:**

The HR Department
Repco Home Finance Limited
3rd Floor, Alexander Square
New No. 2/Old No. 34 & 35
Sardar Patel Road, Guindy,
Chennai- 600 032

Applications received after due date and in any other format except the prescribed bio data format or through any other mode except by post/ courier/ mail will not be considered.

The shortlisting will be done as per the prescribed criteria and as per management discretion depending upon the number of applications received. The shortlisted candidates shall be called for further selection process subsequently. The date & venue & mode of the same will be communicated to the shortlisted candidates individually in due course. The Company reserves the right to accept/reject any/all applications and/ or modify any of the eligibility conditions without assigning any reason or even abandon the recruitment process. The Company also reserves the right to offer suitable cadre/emoluments to candidates as per its own discretion depending on profile, past experience and performance in the selection process etc. No further communication/ correspondence in this regard after submission of application will be entertained. Bringing external influence will lead to disqualification.

For eligible candidates of Repco Group of institutions (other than RHFL employee, as they are not permitted to apply), NOC from the Competent Authority has to be obtained before applying for the above position.

****