iHub Drishti Foundation
Indian Institute of Technology Jodhpur
Recruitment
Web Administrator
TIH/iHub Drishti/2023-24/Recruitment/18; Dated: 13 December 2023
N.H. 62, Nagaur Road, Karwar, Jodhpur 342037, Rajasthan (India)
Website: https://ihub-drishti.ai/ eMail: hr@ihub-drishti.ai

iHub Drishti Foundation (iHub Drishti) is a Section-8, Not-for-profit Company, promoted by and at the Indian Institute of Technology Jodhpur under a National Mission on Interdisciplinary Cyber Physical Systems (NM-ICPS) of the Government of India. iHub Drishti is a Technology Innovation Hub focused around "Computer Vision, Augmented Reality and Virtual Reality."

iHub Drishti Foundation invites applications from Indian Nationals possessing an excellent academic background and relevant experience for the post of:

Job Title: Web Administrator

Position Overview:

As a Web Administrator, you will be responsible for website development and website maintenance, manage server performance and security, and collaborate with teams to align web strategies with business goals. The position requires proficiency in web development, strong troubleshooting skills, and a relevant bachelor's degree.

Key Responsibilities:

1. Website Development and Maintenance:
   - Website and portal development based on company's requirement.
   - Regularly update and maintain the company website, ensuring content accuracy and relevance.
   - Collaborate with cross-functional teams to obtain and update content, images, and multimedia elements.

2. Server Management:
   - Monitor and manage web server performance, security, and availability.
   - Conduct routine server backups and implement disaster recovery procedures.

3. Content Management:
   - Utilize content management systems (CMS) to update and publish web content.
   - Optimize website content for search engines (SEO) to enhance visibility and accessibility.

4. Troubleshooting:
   - Identify and resolve website issues, including broken links, errors, and other technical problems.
   - Work closely with IT support to address server-related issues and ensure seamless website functionality.

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5. Security:
   - Implement and maintain web security protocols to protect against potential threats and vulnerabilities.
   - Stay informed about the latest trends and technologies in web security.

6. Collaboration:
   - Collaborate with internal teams, including marketing, design, and IT, to align web initiatives with overall business goals.
   - Provide technical support and guidance to team members as needed.

7. Any other tasks assigned by the management.

Essential Qualification:

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Minimum post-qualification relevant experience of 2 years

Desirable:

- Thorough understanding of Creation and maintenance websites, web applications, portal management with running regular checks on network and data security.
- Knowledge of monitoring site security; reports suspected or actual security breaches and denial of service attacks.
- Experience of software design and development experience in Spring Framework, J2EE technologies, JSP, JDBC, XML.
- Good database/SQL knowledge in RDBMS PostgreSQL/Oracle/Db2 or in any other RDBMS tool.
- Strong analytical, verbal, written communication and problem-solving skills.
- Excellent organizational skills and attention to detail.
- Fluency with markup and programming languages including Knowledge of JavaScript HTML, XML and CSS.
- Expertise with PHP, MY SQL
- Hands-on Joomla Themes, Plugins development, Drupal, Wordpress Themes and Modules customization
- Proficient with Microsoft Office Suite, Adobe Creative Suite, and other related software.

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Compensation: 6LPA - 8 LPA

No. of positions: 1

Information regarding the application process:

Applications will be accepted via (http://tinyurl.com/33dyym7p). Interested candidates may apply by sending their CV covering educational and professional qualifications in the relevant field along with work experience, last salary drawn, contact details, and references with necessary self-attested documentary evidence by filling the above-mentioned form **till 4th January, 2024.**

Although recruitment will be prioritized based on need in certain areas within a particular discipline, applications may also be considered from exceptional candidates with backgrounds in other areas of the specified discipline.

(1) Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.

(2) Eligibility of a candidate and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of the online application.

(3) In the case of exceptional candidates, the iHub Drishti Foundation reserves the right to relax qualifications and/or experience.

(4) *Shortlisted candidates shall be called for the further recruitment process.*

(5) *The decision of the board will be final for both shortlisting and selection process.*

(6) iHub Drishti Foundation reserves the right to fill or not to fill any or all of the advertised posts.

(7) No hard copy application is to be submitted. No email application is to be submitted.

(8) No correspondence will be entertained from the candidates in connection with the process of selection/interview.

(9) Canvassing in any form will be a disqualification. The application which is incomplete and not in the prescribed format will be summarily rejected.

(10) Applications with insufficient information or without relevant supporting documents will not be considered for further processing. Applications without self-attested supporting documents will be summarily rejected.

(11) Persons employed in Government/ Quasi-Government organizations should submit their applications through proper channels.

(12) Specific queries, if any, may be directed to the e-mail: hr@ihub-drishti.ai.

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(13) iHub Drishti Foundation may verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedent or background and has suppressed the said information, then his or her services shall be terminated.

(14) Any dispute with regard to the selection/recruitment will be subject to Courts / Tribunals having jurisdiction at Jodhpur.