**ADVERTISEMENT**

Delhi and District Cricket Association (DDCA), the Governing Body of Cricket activities in the State of Delhi, engaged in promoting and developing the game of cricket in the National Capital Territory of Delhi invites applications for the position of Manager/ Assistant Manager - Information Technology.

**JOB DESCRIPTION**

- Installing and configuring of software, hardware and networks equipment.
- Server management, maintenance & its security.
- Good understanding of Cloud Tech./ Migration.
- Management of LAN/WAN, Desktop/ Laptop, Networking, Troubleshooting, AMC Etc.
- Implementation of new technologies.
- Knowledge of end user computing & end point security.
- Firewall policies, VoIP & CCTV.
- Ensure up-time of IT infrastructure.
- Ensure adequate security, disaster recovery methods and preventive measure procedures as per norms.
- Identify and select appropriate vendors and co-ordinate with the local vendors for procurement of new/upgrades of IT infrastructure.
- Automation of work-flow / software.
- Coordination with functional users for their IT requirements.
- IT Help-desk and asset management

**QUALIFICATIONS/EXPERIENCE**
• B. Tech / B.E in Computer Science or a related field from a reputed institute.
• Minimum 4-5 years of experience in Network Administration and Hardware Installation/ Maintenance
• The Candidate must be below 30 year of age.

**KEY SKILLS AND COMPETENCIES**
• Ability to organize, prioritize and multitask.
• Excellent written and oral communication skills.
• Strong interpersonal skills.

**COMPENSATION**
Commensurate with experience & qualification.

**APPLICATION**
The applications can be emailed at careers@ddca.co or can be sent (Hard Copy) to The COO, Delhi & District Cricket Association (DDCA), Feroz Shah Kotla Ground, New Delhi - 110002, latest by 20th December'2018.