

ONGC Tripura Power Company Limited (OTPC)
Job Description

Position	Section Head – IT at M2 Grade (One Position)
Place of Posting	Corporate Office, Delhi
Qualification	B. Tech (Computer Science) / MCA with at least 60% marks from a recognized University / Institution
Experience	Minimum 5 Years of post-qualification executive experience in the relevant area
Industry Type	Power Sector
Compensation	Attractive
Job Description	<ul style="list-style-type: none"> • Should be responsible for Operation & Maintenance of SAP at Delhi and Tripura • Should be responsible for Operation & Maintenance of Data Centre & IT Infrastructure at Delhi and Tripura • Should be responsible for Operation & Maintenance of MPLS & ILL at Delhi and Tripura • Supervising the ongoing operations of the company's IT helpdesk and providing quality and timely support to all employees concerning hardware and software needs • Assisting in the planning and implementation of additions, deletions and major modifications to the supporting IT infrastructure • Ensure Implementation of network security at Delhi and Tripura • Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support whenever required • Shall Work with project teams to help and implement Internal Systems • Managing purchasing of all software, hardware and other IT supplies and ensures that the company assets are maintained responsibly • MIS reporting
Required Profile	<ul style="list-style-type: none"> • Incumbent must have experience in data storage management, system administration, IT security management, troubleshooting and familiar to power plant. • Ensure and optimize the uptime of IT infrastructure, systems, network and applications. • Developing best IT practice guides / Manuals for the organisation. • Should have adequate knowledge in SAP, HRIS, Internet Service Providing, Server management, etc. • Should have strong interpersonal communication and relational skills
Contact Details	<p>Company Name: ONGC Tripura Power Company Ltd. Website : www.otpcindia.in Contact Person : Head – Corp. HR & Admin</p>