



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore

Job description of System Network Administrator (BS-17)

- Install and configure necessary software as per requirements.
- Setup, configure, maintain & administer wide LAN and WAN.
- Development of switches, routers, network active and passive equipment.
- Ensure the security of system and manage regular backups of applications.
- Maintain Domain Controllers, file servers, proxy servers, intranet, DHCP Server, DNS Server, Backup Server, Log Server, and any other necessary servers as per requirement.
- Troubleshoot IT related issues and outages.
- Prepare reports and info graphics for decision making of higher management.
- Work with higher management to develop policies, prioritize business and information needs.
- Help & support for Databases systems & network operations in different projects
- Maintain the highest standards of confidentiality.
- Supervise, monitor and assign tasks to lower formation.
- Develop expertise to train staff on existing and new systems.
- Any other tasks assigned by the higher management.

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