



ಮಾನವಸಂಪನ್ಮೂಲವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION  
ಭಾರತೀಯವಿಜ್ಞಾನಸಂಸ್ಥೆ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE  
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/BANGALORE – 560012  
ದೂರವಾಣಿ/दूरभाष/TELEPHONE : 080 2293 2232  
ಇ-ಮೇಲ್/ईमेल/E-mail : temprecruit.hr@iisc.ac.in

Advertisement No. R(HR)Temp-08(SA-UG)/2026

## System Administrator – Undergraduate Programme

1. Indian Institute of Science (IISc), Bengaluru, invites applications for **02 positions (UR-02)** of **System Administrator** in the Undergraduate Programme. The details are as follows:

Post	No. of Vacancies	Qualification	Age Limit	Monthly Emoluments**
System Administrator	02 (UR-02)	<b>Essential qualifications:</b> B.E./B.Tech. in Computer Science, Information Technology, or a related discipline. <b>Desirable qualification:</b> A master's degree in computer science, Information Technology and relevant disciplines or relevant certifications will be considered an added advantage.	38 years*	Candidates with experience of 1 year, the salary will be Rs.56,000/- + HRA Candidates with experience of 2 years and above the salary will be Rs.62,000/- + HRA

\* As on the last date of receipt of the application.

\*\* The salary for selected candidates shall be recommended by the Dean UG, based on the recommendations of the respective selection committee, considering the candidate's academic qualifications, relevant experience, and overall suitability for the position.

### 2. Job Description

The Institute seeks to engage a competent and proactive System Administrator to manage, maintain, and support the IT infrastructure and website operations of the UG Office and associated laboratories. The incumbent will be responsible for ensuring the efficient functioning, security, and reliability of servers, networks, systems, SAP-related activities, and web services.

#### Key Responsibilities:

- Install, configure, and maintain servers, operating systems, and network infrastructure.
- Install and manage required software on designated systems to ensure smooth functioning of UG laboratories.
- Monitor system performance, security, and availability, and prevent misuse of lab resources.
- Manage user accounts, access controls, and system policies.
- Perform regular system backups and implement disaster recovery mechanisms
- Troubleshoot and resolve hardware, software, network, and website-related issues.
- Maintain and periodically update the institute's website, ensuring uptime, security, and accessibility.

- (h) Coordinate website hosting, domain management, SSL certification, and related services.
- (i) Ensure timely updates of antivirus, firewall, and other security measures to protect institutional data and applications.
- (j) Provide support for email systems, printers, storage devices, and other IT infrastructure.
- (k) Liaise with vendors for procurement, maintenance, and technical support of hardware and software.
- (l) Maintain proper documentation of IT systems, website configurations, and operational procedures.
- (m) Ensure compliance with institutional IT policies and data security standards.
- (n) Coordinate with SAP teams/users to ensure smooth functioning of SAP-related activities.
- (o) Provide basic troubleshooting and user support for SAP access and system-related issues.
- (p) Provide technical support and training to staff, as required.

### 3. Duration

Engagement is purely temporary on a contract basis, initially for a period of **one year** and renewable annually up to a maximum duration of **five years**, based on the satisfactory performance and requirements of the Institute. The contract tenure will commence from the date of joining.

For candidates previously employed at IISc through appointments made by the HR Department, the duration of their prior service will be counted in the maximum permissible tenure of five years.

An annual increment of Rs. 6000/- is admissible in the case of extension with a maximum of 4 such revisions, based on the performance of the candidate and the recommendation of the Dean UG.

4. **Selection Procedure:** Shortlisted candidates will be called for an Interview. However, the Institute reserves the right to conduct a written test if circumstances arise.

<b>INSTRUCTIONS FOR APPLICANTS</b>	
<b>(i)</b>	<b>Submission of Online Application</b>
(a)	Candidates who are desirous to be considered strictly on the aforesaid terms and conditions may fill out the online application form duly attaching the required certificates in support of age, category, qualification, marks, disability, and experience <b>on or before 10.07.2026</b> .
(b)	Link for Applying Online: <a href="https://recruitment.iisc.ac.in/Temporary_Positions/">https://recruitment.iisc.ac.in/Temporary_Positions/</a>
(c)	No hardcopy submission of the online submitted application is accepted. Candidates are advised to keep a printout of their online application for future reference.
(d)	The shortlisted candidates will be informed through e-mail about the date & time of the selection process. Candidates are also advised to provide the correct information in their application.
(e)	The interview is held in person, no TA/DA shall be paid for attending the interview.
(f)	Candidates may please ensure that they are fulfilling all the requisite criteria prior to registering, failing which, their candidature is liable to be rejected/cancelled.
<b>(ii)</b>	<b>General Instructions</b>
(a)	The Candidate must possess the essential prescribed qualifications on or before the last date of submitting the application.
(b)	Qualifications other than those prescribed in this advertisement will not be accepted.
(c)	The age of the candidate should be below the prescribed age limit as above, as on the last date of receipt of the application.
(d)	Engagement on a contract basis would be subject to medical fitness.
(e)	The decision of the Institute in this regard shall be final and binding on the candidate.
(f)	Except for the consolidated and fixed emoluments mentioned in the advertisement, no other benefits will be extended.

(g)	The contract can be terminated at any time by giving one month's notice, by either side.
(h)	Candidature/contract of candidate(s) submitting false certificates or suppression/submission of incorrect information shall be liable for termination/disqualification/rejection at any stage.
(i)	Prescribed educational qualifications and experience are the minimum eligibility required and the mere fact that a candidate possesses the same shall not entitle him/her to be called for a written test/interview.
(j)	The Institute reserves the right to restrict the no. of candidates admitted for the interview to a reasonable number, based on qualifications and/or experience.
(k)	Applications should be sent well in advance, without waiting till the last date.
(l)	Call letters to attend the interview will be sent only to the shortlisted candidates by e-mail. Candidates are required to check their registered e-mail ID frequently. No correspondence will be made with applicants who are not short-listed/not called for the interview.
(m)	The Institute reserves the right to reject any application without assigning any reason. The Institute also reserves the right to cancel the advertisement/ recruitment at any stage without assigning any reasons. No correspondence will be entertained in this regard.
(n)	The Institute reserves the right to verify the antecedents or documents submitted by the candidate at any time during the service. In case it is found that the documents submitted by the candidate are not genuine, then his/her services shall be terminated, and disciplinary/criminal proceedings will be initiated.
(o)	No accommodation will be provided on the Institute campus during the course of their stay.
(p)	The candidates have to appear for the interview during the selection process at their own cost.
(q)	Only Indian nationals need to apply.
(r)	Vacancies indicated above may change as per actual requirement on the date of the Interview.

**Date: 19.06.2026**

**Registrar**