



**NALSAR University of Law, Hyderabad**  
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Date: 27.10.2025

### **ADVERTISEMENT FOR THE POST OF IT MANAGER**

NALSAR University of Law, Hyderabad, a premier institution of national eminence in legal education and research is looking for a qualified IT Manager for the University:

#### **Role Summary:**

The IT Manager will be responsible for planning, implementing, managing, and maintaining all Information Technology systems, infrastructure, and services across the university campus. The role includes overseeing desktops, campus network (wired and wireless), enterprise applications, CCTV surveillance, digital infrastructure, software license compliance, and day-to-day IT operations. They will act as a key liaison between Top Management, IT Users, and External Vendors, ensuring seamless delivery of technology-enabled services that support academic and administrative excellence.

#### **Required Qualifications & Experience**

| <b>Category</b>    | <b>Details</b>                                                                                                                                                                                                                                                                     |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic Education | B.E. / B.Tech. (IT/ ECE/CSE), MCA / M.Sc. (IT / Computer Science). Additional certifications (CCNA, ITIL, MCSE, AWS, etc.) preferred.                                                                                                                                              |
| Experience         | <ul style="list-style-type: none"><li>5 + years' experience in IT infrastructure management of campus LAN. Well versed with hardware / software / ITES ecosystem i.e. ERP / LMS / Cloud-based applications /CCTV and digital classroom technologies etc.</li></ul>                 |
| Technical Skills   | <ul style="list-style-type: none"><li>Strong knowledge of LAN/WAN, Wi-Fi networks for a medium to large Campus (including wired &amp; Wireless equipment)</li><li>Hands on exposure on Cisco Equipment i.e. L2 &amp; L3 Switches, WAP's, Cisco Wireless Controllers etc.</li></ul> |

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                    | <ul style="list-style-type: none"> <li>• Firewall management (e.g., Cisco, Fortigate, Sophos etc... )</li> <li>• Hands on Skills in Windows/Linux server administration, virtualization, backup management.</li> <li>• ERP / LMS / Cloud-based applications.</li> <li>• CCTV and digital classroom technologies.</li> <li>• Hands on knowledge on various Network monitoring tools i.e. OP Manager, Motadata, Nagios, VuNet etc...</li> <li>• Good in IT security policy implementations</li> <li>• Hands on experer on Cloud based servers i.e. AWS, Azure etc...</li> </ul> |
| Soft Skills        | Leadership, communication, vendor management, planning, analytical thinking and user orientation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Other Requirements | <ul style="list-style-type: none"> <li>• Hands-on approach with ability to multitask.</li> <li>• Exposure to IT procurement through e-tendering process, budgeting, and project management.</li> <li>• Understanding of cybersecurity and data privacy practices.</li> </ul>                                                                                                                                                                                                                                                                                                  |

## **Key Responsibilities**

### **A. Infrastructure & Operations Management**

- Oversee desktop, laptop, and peripheral management, including installation, upgrades, and troubleshooting.
- Manage campus-wide network (LAN, Wi-Fi, switches, routers, firewalls, cabling).
- Ensure network uptime, availability, and performance optimization.
- Administer servers, storage, and backup systems as per policy.
- Manage and maintain CCTV systems and digital classrooms (smart boards, projectors, AV systems).
- Ensure data security, access controls, and endpoint protection.
- Supervise preventive maintenance schedules for all IT systems.

### **B. Application & Software Management**

- Oversee deployment and support of ERP, LMS, attendance systems, and other academic / administrative applications.
- Manage software licensing, renewals, and compliance.
- Liaise with vendors and developers for upgrades, customization, and troubleshooting.
- Maintain documentation of all software assets.

#### C. User Support & Service Delivery

- Lead the IT helpdesk and ensure timely resolution of user issues.
- Implement and monitor SLA-based support processes.
- Conduct regular user training/orientation on IT systems and policies.

#### D. Planning & Procurement

- Prepare annual IT budget in consultation with management.
- Evaluate technology needs and propose cost-effective solutions.
- Handle procurement of IT equipment and software, ensuring adherence to institutional procedures.
- Manage vendor relationships and AMC contracts.

#### E. Governance & Policy

- Implement IT policies, cybersecurity standards, and data protection guidelines.
- Conduct periodic audits of assets, software, and licenses.
- Ensure compliance with university IT governance and statutory requirements.

#### F. Team Leadership

- Lead a team of 3 IT Engineers (Network / Systems / AV).
- Assign responsibilities, monitor performance, and guide skill development.
- Foster a collaborative, service-oriented culture within the IT department.

#### G. Strategic Initiatives

- Drive digital transformation initiatives aligned with the university's vision.
- Explore and implement emerging technologies in education (cloud, AI tools, e-learning platforms).
- Collaborate with academic departments to enhance digital learning environments.

#### **Key Attributes**

- Proactive and solution-driven.
- Ability to bridge the gap between management vision and user needs.
- Strong sense of ownership and accountability.
- Excellent interpersonal and documentation skills.

#### **Remuneration:**

Salary will be commensurate with relevant experience and qualifications.

**Employment Type:** Full-Time, available on call 24/7

Only applications received through this [Google Form \(click here\)](#) will be considered.

Google Form link:

<https://docs.google.com/forms/d/e/1FAIpQLSfqxmWYPHoUk7SBKDzjJtp7YooOLlweXVoyxjKbnapc0ajcQA/viewform?usp=header>

**Last date to apply:** November 16, 2025

Registrar (I/c)