ONGC Tripura Power Company Limited (OTPC)
Job Description

Position	Head – Corporate IT & CISO at M3 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 8 Years of post-qualification executive experience in the relevant area
Industry Type	Power Sector
Compensation	Attractive
Job Description	• **Strategic support to management with overall responsibility for technology and operations team** • **Advise and contribute to Information Technology architecture** • **Plan, design and implement core network changes and proactive participation for network improvement, optimization, fault rectification** • **Experience of IT audits like ISO 27001** • **Should be responsible for Operation & Maintenance of SAP at Delhi Office and Plant site in Tripura** • **Should be responsible for Operation & Maintenance of Data Centre & IT Infrastructure at Delhi Office and Plant site in 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 updation and upgradation of 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	• 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 • Flair to learn new technologies • Help debottleneck issues on the ground by participating in change management, serve as point of escalation and total ownership
Contact Details	**Company Name:** ONGC Tripura Power Company Ltd. **Website** : www.otpcindia.in **Contact Person** : Head – Corp. HR & Admin