SVC Co-operative Bank Ltd., formerly known as The Shamrao Vithal Co-operative Bank Ltd., is a trusted institution with a legacy of over 119 years and counting. SVC Bank is one of the leading Multi-State Scheduled Urban Co-operative Bank with a network of 203 branches spread across 10 States & 1 Union Territory in India. For more details, please visit our website: https://www.svc.bank.in

As a part of our growth journey, we are looking forward to on-board experienced candidates for the position of **Infrastructure – Windows AD Administrator** in our Bank.

The details are mentioned herein: -

Position: AM – Infrastructure – Windows AD Administrator

Location: Mumbai

Eligibility Criteria:

Age: Preferably within 25 years to 35 years.

Qualification: Graduate or postgraduate degree in Engineering (B.E. / B.Tech in Computer Science / IT / Electronics), MCA, M.Sc. (IT / Computer Science) or equivalent qualification.
Microsoft certification (e.g. Windows Server / Azure Administrator) preferred.

Experience and skills:

- 3–7 years of experience in Windows Server and Active Directory administration, preferably in a bank / BFSI organisation.
- Good knowledge of Windows Server, Active Directory, DNS, DHCP, Group Policy, RDS, patch management and backup.
- Knowledge of AD security, Kerberos / LDAP / NTLM, BitLocker and server hardening.

Job Role:

Responsible for the administration, management, monitoring and troubleshooting of the Microsoft Windows Server environment and Active Directory (AD) services within the Bank, ensuring smooth operation, security, compliance and high availability with minimal downtime.

Windows Server Administration

- Install and configure Windows Server versions across physical and virtual machines and configure server roles as per business needs.
- Apply system hardening, including user rights assignment, firewall configuration and disabling unnecessary services.
- Manage patching of Windows servers with the latest security patches, updates and hotfixes.
- Set up and maintain Group Policy Objects (GPOs), Remote Desktop Services, scheduled tasks and Windows licensing.
- Monitor CPU, memory, disk and network performance, manage disk space and configure backups.

Active Directory Administration

- Install and configure Domain Controllers, OUs, sites, subnets and trust relationships for high availability.
- Create, modify, disable and delete user accounts and security / distribution groups as per business requirements.
- Configure password and account-lockout policies and conduct periodic audits of AD users.
- Create, modify, apply and delegate GPOs for system configuration and security.
- Monitor AD replication, perform AD health checks and review event logs, replication status and DNS functionality.

Monitoring, Troubleshooting and Incident Management

- Monitor server health, Windows event logs, critical services and AD authentication (Kerberos, LDAP, NTLM).
- Troubleshoot server crashes, performance issues, service failures, login failures, replication errors, GPO and DNS issues.
- Perform root-cause analysis and prepare incident reports with preventive measures; escalate unresolved issues as per defined paths.
- Generate weekly / monthly performance reports and recommend capacity upgrades based on usage trends.

Security, Backup and Disaster Recovery

- Configure Windows Firewall and BitLocker; implement least-privilege access and auditing of critical AD objects.
- Close vulnerability assessment findings on Windows servers and harden AD (secure LDAP, Kerberos enforcement).
- Configure and verify backups of system state, applications, user data and AD.
- Test DR procedures, including full server recovery and AD authoritative restore.

SLAs and KPIs

- 99.9% uptime for Windows Server environments and AD Domain Controllers.
- Critical incidents: response within 30 minutes, resolution within 4 hours; non-critical: response within 2 hours, resolution within 24 hours.
- 100% backup success rate and 100% patch compliance, subject to approvals from relevant IT teams.

If you wish to join the growth story in one of the leading co-operative sector banks, please send in your detailed resume along with photograph to careers@svcbank.com

Please mention position applied for in the subject line of the e-mail. Also, kindly note the following points: -

- Candidates must fulfil eligibility criteria as mentioned above.
- Details such as mobile number and e-mail ID mentioned in the resume should be valid and kept active during the recruitment process. These details would be useful for us in sharing instructions regarding interviews, documents, feedback, etc.
- Resume should be shared via e-mail only. No other modes of application will be accepted.
- SVC Bank does not engage any Agents / Agency for recruitment of any on–roll employees.

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