



Advt. No. MLA/REC/ITRA/05-2016/03

Information Technology Research Academy (ITRA)

REQUIRES

Result Oriented Persons for its Ambitious ITRA Programme

Information Technology Research Academy (ITRA) is a division of Media Lab Asia, a Section 25 not-for-profit organization of DeitY. ITRA is a National initiative by Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology (MCIT), Government of India, to help build a national resource for advancing the quality and quantity of R&D in Information and Communications Technologies and Electronics (ICTE, or IT for short) and its applications, in IT and related institutions across India.

The core areas of IT lie in various engineering disciplines, notably computer science and engineering, and electrical engineering, although applications may come from almost any discipline. ITRA focuses on enhancing the nation's competitiveness by expanding the R&D base in IT, especially by leveraging the large IT education sector and user bases such as government, industry and other organizations.

For details about ITRA, please visit (itra.medialabasia.in).

ITRA, Media Lab Asia intends to fill a number of positions with people who are driven to build a set of large, multi-institutional, world class centres of excellence in different areas of IT and its applications, and view being able to do so as the most significant and central reward, other usual parameters (salary, etc.) being reasonable.



IT Research Academy (ITRA), Media Lab Asia
invites applications for posts currently at Delhi office, on contract appointment basis,
covering a fixed duration, and on consolidated salary as given below :-

Scientific & Technical (S&T) Positions

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| 1. | Name of Post | : | Principal Scientific Officer |
| | Post Code | : | ITRA/PSO/01/16 |
| | Salary | : | Consolidated Rs. 63,000/- per month |
| | Age Limit | : | 40 years (Age as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| | Number of Posts | : | 01 post |
| | Duration of Appointment | : | Initially for a period of two years and extendable for a further period based on the performance of the candidate and the project needs covering the project duration. |

1.1 Qualifications and Experience (Post Qualification) for Principal Scientific Officer

- ❖ The candidate should be a Ph.D in a field closely associated with the focus area and with 3 years' of post qualification experience
OR
- ❖ M. Tech. in Computer Science & Engineering/Technology or Electronics & Communications Engineering or equivalent with 5 years of post-qualifications experience
OR
- ❖ M.Sc. Degree in IT/Electronics/Computer Science/Physics (with Electronics Specialization), with a minimum of 7 years' of post qualification experience
OR
- ❖ B.Tech. Degree in Computer Science & Engineering/Electronics & Communications Engineering or equivalent degrees, with a minimum of 7 years' of post qualification experience
- ❖ Experience related to the focus area will be an advantage and is desirable



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| 2. Name of Post | : | Senior Scientific Officer |
| Post Code | : | ITRA/SSO/02/16 |
| Salary | : | Consolidated Rs. 55,000/- per month |
| Age Limit | : | 35 years for Sr. Scientific Officers (Age as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| Number of Posts | : | 01 post |
| Duration of Appointment | : | Initially for a period of two years and extendable for further period based on the performance of the candidate and the project needs covering project duration. |

2.1 Qualifications and Experience (post qualification) for Senior Scientific Officer

- ❖ The candidate should be a Ph.D in a field closely associated with the focus area
OR
- ❖ M. Tech. in Computer Science & Engineering/Technology or Electronics & Communications Engineering or equivalent and with 3 years' of post qualification experience
OR
- ❖ M.Sc. Degree in IT/Electronics/Computer Science/Physics (with Electronics Specialization) with minimum of 5 years' of post qualification experience
OR
- ❖ B. Tech. Degree in Computer Science & Engineering/Electronics & Communications Engineering or equivalent degrees, with a minimum of 5 years' of post qualification experience
- ❖ Experience related to the focus area will be an advantage and is desirable



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| 3. Name of Post | : | Executive Secretary |
| Post Code | : | ITRA/ES/03/16 |
| Salary | : | Consolidated Rs. 55,000/- per month |
| Age Limit | : | 35 years (as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| Number of Posts | : | 01 post |
| Duration of Appointment | : | Initially for a period of two years and extendable for further period based on the performance of the candidate and the project needs covering project duration. |

The Executive Secretary will assist the Director, ITRA in day to day activities such as developing and implementing policies and plans, coordination of important meetings, preparation of agenda/presentations/summaries/short write-ups, independent handling of communication and correspondence and internal co-ordination. Candidate should have the acumen to analyze and submit reports on various issues that come up to the Director.

3.1 Qualifications and Experience

- ❖ Graduate in Engineering or Post Graduate in Science and with 4 years' of managerial and administrative post qualification experience
- OR
- ❖ Graduate in Science/Computer Science/IT/Electronics with MBA or equivalent at Graduate Level onwards with 6 years' of post qualification managerial and administrative experience

- ❖ Excellent writing and verbal communication skills; and
- ❖ Well versed with computers.
- ❖ Should have initiative and commitment and should be good at public relations.
- ❖ Should possess planning, execution and follow-up skills.
- ❖ Those with experience in research organizations or educational institutions will be preferred.



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| 4 | Name of Post | : | Web Developers |
| | Post Code | : | ITRA/WD/04/16 |
| | Salary | : | Consolidated Rs. 46,000/- per month |
| | Age Limit | : | 30 years (as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| | Number of Posts | : | 03 posts |
| | Duration of Appointment | : | Initially for a period of two years and extendable for a further period based on the performance of the candidate and the project needs covering the project duration |

4.1 Qualifications and Experience (Post Qualification) for Web Developer

a) Essential requirements :

- ❖ B. Tech. in Computer Science/IT/Electronics & Communications or MCA (with graduation in science) with 2 years of post qualification experience in web designing and development
- OR
- ❖ Post Graduate Degree in Computer Science/IT with 2 years of post qualification experience in web designing and development

b) Desirable requirements :

- ❖ Experience in the area of managing and maintaining various types of servers and their operating systems
- ❖ Experience in planning and execution of LAN/WAN networks; data management; system administration, etc.
- ❖ Those with experience in research, industrial or educational organisations will be preferred



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| 5. Name of Post | : | Network Administrators |
| Post Code | : | ITRA/NWA/05/16 |
| Salary | : | Consolidated Rs. 46,000/- per month |
| Age Limit | : | 35 years (as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| Number of Posts | : | 02 posts |
| Duration of Appointment | : | Initially for a period of two years and extendable for a further period based on the performance of the candidate and the project needs covering the project duration |

5.1 Qualifications and Experience (Post Qualification) for Network Administrator

- ❖ B. Tech. in Computer Science/IT/EC or MCA (with graduation in science) with 2 years' of post qualification experience in systems administration, network management and troubleshooting
- OR**
- ❖ Post Graduate in Computer Science/IT/EC with 2 years' of post qualification experience in systems administration, network management and troubleshooting

5.2 Desirable

- ❖ CCNA or equivalent certification
- ❖ Experience in planning and execution of LAN/WAN networks; data management; system administration, etc
- ❖ Those with experience in research organization or educational institutions will be preferred
- ❖ Experience in administering and managing Windows and/or Linux servers in an enterprise environment
- ❖ In-depth knowledge of TCP/IP, DNS, VPN, VLAN, DHCP, WIFI, SS, Active Directory



5.3 Role and Responsibilities of Network Administrator

- Administration, maintenance and support in LANs, WANs, network segments, Internet, and intranet systems.
- Managing the day-to-day operation of data networks consisting of routers, switches, network diagram, firewalls, security and wireless infrastructure with proper documentation.
- Administration, maintenance and support for Linux and/or Windows servers, managing users and groups, assign permissions to files and directories, installing/updating software and documentation.
- Conducting routine patching, updates of antivirus of servers with proper record.
- Perform data backups on regular intervals and write on DVD/Tape or any other external device and perform the recovery operations as and when required.
- Administration and maintenance of individual workstations including installation of drivers, antivirus, office, printers, networks, data backups and partitioning/configuration with the knowledge of Windows 7/8 Operating System.
- Maintaining log of changes, updates, related to network functions, as well as maintenance and repair records.
- Create and conform to IT process.
- Keep tracking of updates and renewal of software, antivirus, firewalls for all devices i.e. servers, desktops, PDAs, smart phones on regular intervals.

5.4 Preferred Skills of Network Administrator

1. Microsoft Certified Systems Engineer(MCSE) /Cisco Certified Internetwork Expert(CCIE) /Microsoft Certified Systems Administrator (MCSA)/ Microsoft Certified Solutions Associate (MCSA)
2. Familiarity with enterprise-level network devices (firewalls, load balancers etc.)
3. Basic knowledge of monitoring tools (PRTG, Nagios, SolarWinds, etc.)
4. Familiarity with systems using NAS and/or SAN as storage
5. Knowledge of ISO and ITIL processes and documentation standards
6. Knowledge of cloud framework like open stack for administration and operation.



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| 6. Name of Post | : | Technical Assistants |
| Post Code | : | ITRA/TA/06/16 |
| Salary | : | Consolidated Rs. 29,000/- to 36,000/- per month |
| Age Limit | : | 30 years (as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| Number of Posts | : | 02 posts |
| Duration of Appointment | : | Initially for a period of two years and extendable for a further period based on the performance of the candidate and the project needs covering the project duration. |

6.1 Qualifications and Experience (Post Qualification) for Technical Assistants

- ❖ Bachelor's Degree in Computer Science/Electronics/IT/Physical Sciences with 3 years' of post qualification experience
OR
- ❖ M.C.A. with Graduation preferably in Science with 3 years' of post qualification experience
OR
- ❖ 1st class Diploma in Computer Science/Electronics/IT with 3 years' of post qualification experience
- ❖ Preference will be given to candidates having working experience in Academic or R&D institutions



Non S&T (Administrative) Position

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| 7 | Name of Post | : | Admin. Executive |
| | Post Code | : | ITRA/AE/07/16 |
| | Salary | : | Consolidated Rs. 36,000/- per month |
| | Age Limit | : | 35 years (as on closing date of the receipt of applications) (Relaxable as per Govt. of India rules) |
| | Number of Posts | : | 01 post |
| | Duration of Appointment | : | Initially for a period of two years and extendable for further period based on the performance of the candidate and the project needs covering project duration. |

7.1 Qualifications and Experience

- ❖ Graduate in any discipline with additional qualification in Personnel Management/ Social Welfare/Business Management/Law or equivalent.
- ❖ 7 years of relevant post qualification experience in reputed organizations or Government or Public Sector undertakings.
- ❖ Conversant with usage of computer and familiarity with software packages for administrative management.
- ❖ Proficient in English with good drafting skills and communication abilities (written and spoken).
- ❖ Ability to handle PR activities.
- ❖ Good knowledge of personnel policy/rules and regulations with respect to recruitment and promotions in government system.
- ❖ Ability to liaison and to effectively communicate with Govt., Industry, Academic and other Institutions.
- ❖ Good initiative, drive and commitment.



General Conditions applicable to all applicants covered under this advertisement:

1. Those candidates, who are already in regular or contractual employment under Central/State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application.
2. Media Lab Asia reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit. All the positions are purely temporary in nature for the ITRA Programme of Media Lab Asia and the appointees shall not derive any right or claim for permanent appointment at Media Lab Asia or on any vacancies existing or that shall be advertised for recruitment by Media Lab Asia in future.
3. The maximum age for eligibility shall be as on the last date of receipt of the applications.
5. For each post, a separate application is necessary.
6. Applications should be submitted in the prescribed format ONLY. Incomplete applications or applications without the requisite information asked for without signature/without photograph/without proof of qualifications/without proof of experience & age and applications received after the due date may not be considered. The Application Form duly filled in and signed with photograph should be submitted in a sealed envelope.
7. Screening of applications will be based on qualifications, age, academic record and relevant experience. ITRA, Media Lab Asia reserves the right to fix higher threshold of standards for screening in case of overwhelming response. Written examination would be conducted where necessary at the discretion of ITRA, Media Lab Asia. Only short listed candidates shall be invited for selection interviews.

How to Apply: Interested candidates who fulfill the necessary requirements may **download the application form**, apply in the prescribed manner along with copies of certificates (regarding proof of age, qualification, experience, etc.), and submit/send the same in a sealed envelope, superscribing the envelope "Application for the post of -----, ITRA, Media Lab Asia & Post Code -----", to reach:

Director (Admin. & Finance)
Media Lab Asia
708-723, 7th Floor, Devika Tower
6 Nehru Place, New Delhi: 110 019
Phone: (011) 2644 3266/2628 8191/92/93, Fax. No. (011) 2628 8189

on or before the last date for receipt of applications

LAST DATE FOR RECEIPT OF APPLICATIONS: 25TH MAY, 2016

For details about ITRA, Media Lab Asia and application form, etc. please visit: www.medialabasia.in or www.itra.medialabasia.in

Canvassing in any form will result in disqualification.

Director (Admin. & Finance)
Media Lab Asia