



Media Lab Asia

(708-723, 7th Floor, Devika Towers,
6, Nehru Place, New Delhi : 110 019)

A Section 25 company setup by
Department of Electronics and Information Technology (DeitY)
Government of India

CALLING FOR TECHNICAL & ADMINISTRATIVE PERSONNEL TO WORK WITH MEDIA LAB ASIA IN ITS PROJECTS ON FIXED TERM CONTRACTUAL ASSIGNMENTS

Media Lab Asia REQUIRES

**Result Oriented persons for project assignments relating to PhD scheme :
“to enhance the number of PhDs in the Electronic System Design and
Manufacturing (ESDM) and IT/IT Enabled Services (ITES)”**

Media Lab Asia has been set up by the Ministry of Communications & Information Technology, Department of Electronics and Information Technology (DeitY), Government of India, to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. The objective of Media Lab Asia is to bring the benefits of Information and Communication Technologies (ICT) and other advanced technologies to the common man. Media Lab Asia was incorporated under Section 25 of the Companies Act, 1956 on September 20, 2001 as a company without having a share capital and limited by guarantee.

Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, Government of India has initiated a scheme “to enhance the number of PhDs in the Electronic System Design and Manufacturing (ESDM) and IT/IT enabled Services (ITES)”. The National Policy on Electronics (NPE 2012) and The National Policy on Information Technology (NPT 2012) give special thrust on significantly increasing the number of PhDs in the country to enable India to compete globally in the coming decades, to develop an ecosystem of research, development and IP creation in these knowledge intensive sectors. There is need for a special programme to create necessary capacities to achieve the target. The scheme proposes to meet these objectives.

The **proposed scheme** is also expected to encourage working professionals and non PhD faculty members to pursue PhD in the ESDM or IT/ITES sectors.

Media Lab Asia has been entrusted with the implementation of the PhD scheme. For implementation of the scheme, a “PhD Cell” has been established to work out the institutional mechanism and to provide secretariat facility and manage activities of the scheme.

Media Lab Asia intends to fill a few Senior technical and Administrative Positions for its PhD Cell, from persons who have excellent background in Electronics System Design and Manufacturing (ESDM) and IT/ IT enabled Services (ITES). The duration of the project would be for nine years. The assignment shall be on contract initially for 2 years & extendable for further terms, two to three years at a time, based on performance & need, co-terminus with the duration of PhD Project. **Private sector professionals and ex-government employees would also be eligible to apply for these positions.**

All positions are on contract appointment basis covering fixed duration and on Consolidated salaries. Your appointment shall be initially on probation for a period of six months with effect from the date appointee joining Media Lab Asia. If it is necessary that more time be needed to assess the performance of the appointee, then the probation period may be extended by Media Lab Asia, at its discretion. The probation period is considered as part of the length of service with Media Lab Asia, on successful completion of the probation.

The place of postings in all cases shall normally be Delhi, but transferable on All India basis as per existing policy of Media Lab Asia.



**Media Lab Asia
invites
Applications for posts in Delhi office
on contract appointment basis covering fixed duration
and on consolidated salary for executing its project : 'PhD Scheme'**

1	Name of Post	: Senior Consultant (Techno - Commercial)
	Post Code	: MLA/PhD/SCTC/01
	Number of Posts	: 1 (one)
	Upper Age Limit	: 55 years (on closing date of receipt of applications)
	Duration of Appointment	: Initially for a period of two years and extendable for further periods based on the performance of the candidate and the project needs, co-terminus with the project duration
	Salary (Total monthly pay)	: Rs 1.50 lakh - 1.75 lakh (Consolidated)
1.1	Role of Senior Consultant (Techno-Commercial)	
	<ul style="list-style-type: none">• Overall coordination of PhD scheme with DeitY, other institutions etc.• To professionally manage and support DeitY in implementation, coordination, and monitoring of the PhD scheme using his experience in Research, Development and marketing in the ESDM and ITES sectors and / or its management, for proactive and close interaction with the institutions engaged in PhD scheme.• Providing support for creating the online platform.• Monitoring and Evaluation of the scheme independently and through Programme Review and Steering Group that the scheme is progressing well.• Close interaction with participating institutions in developing the selection mechanisms for PhD candidates and Young Research Faculty.• Connecting with the user communities and organizations likely to benefit from the research outcome and technology transfers• IPR protection and related issues under the scheme.• Actively participate in Policy / Academic / Implementation / Review meetings & Academic Committee meetings.	

1.2 Qualifications and Experience

1.2.1 Qualifications

B.Tech or Equivalent in Electronics/ Electronics & Communications/ Computer Science / Information Technology **preferably with** MBA in Finance/ Masters in Economics **or** equivalent working experience. In most deserving cases having long experience and hands on in the specified domains, **Graduation/ Masters in other disciplines could also be considered on merits** and demonstrated achievements.

1.2.2 Experience:

10 years in electronics/ telecommunications, ICT for Development and related areas including sound exposure and hands-on in industry pertaining to project formulation, execution and management, techno-financial/ economic analysis, feasibility studies, market surveys, analysis reports, HRD matters and ESDM/IT/ITES industry matters.

Desirable

- Proven background in R&D administration ; guiding research and development could be considered as added advantage.
- Experience in leadership & management of research teams.
- Proven abilities in team building & networking.
- Atleast 5 years of experience in areas related to specific / focus area.
- A very strong & preferably an ongoing research record.
- Excellent writing & verbal Communication skills, initiative & Commitment.

2.	Name of Post	: Consultants (Techno-Commercial)
	Post Code	: MLA/PhD/CTC/02
	Number of Posts	: 2 (two)
	Upper Age Limit	: 50 years (on closing date of receipt of applications)
	Duration of Appointment	: Initially for a period of two years and extendable for further periods based on the performance of the candidate and the project needs, co-terminus with the project duration
	Salary (Total monthly pay)	: 0.80 lakh - 1.00 lakh (Consolidated)
2.1	Role of Consultants (Techno-Commercial)	
	<ul style="list-style-type: none"> • To technically assist the Senior Consultant in professionally managing the PhD Scheme and its implementation in full coordination with DeitY. Monitoring of the PhD Scheme using the experience in Research, Development and marketing in the ESDM and ITES sectors and / or its management, for proactive and close interaction with the institutions engaged in PhD scheme. • Assisting the Senior Consultant in Monitoring and Evaluation of the scheme independently and through Programme Review and Steering Group that the scheme is progressing well. • Interacting with participating institutions in developing the selection mechanisms for PhD candidates and Young Research Faculty as assigned by the Senior Consultant from time to time. • Connecting with the user communities and organizations likely to benefit from the research outcome and technology transfers • IPR protection and related issues under the scheme. • Handling budgetary & financial issues with DeitY and other institutions involved in the project. 	
2.2	Qualifications and Experience	
2.2.1	Qualifications	
	<p>B.Tech or Equivalent in Electronics/ Electronics & Communications/ Computer Science / Information Technology preferably with MBA in Finance/ Masters in Economics OR equivalent working experience. In most deserving cases having long experience and hands on in the specified domains, Graduation/ Masters in other disciplines shall also be considered on merits and demonstrated achievements.</p>	

2.2.2 Experience:

5 years in electronics/ telecommunications, ICT for Development and related areas including sound exposure and hands-on in industry pertaining to project formulation, execution and management, techno-financial/ economic analysis, feasibility studies, market surveys, analysis reports, HRD matters and ESDM/IT/ITES industry matters.

Desirable

- Knowledge in R&D administration ; guiding research and development could be considered as added advantage.
- Experience in evaluation of research projects / organizations.
- Experience in leadership & management of research teams.
- Abilities in team building & networking.
- Atleast 3 years of experience in areas related to specific / focus area.
- Should have a good research record, ongoing research record shall be an added advantage.
- Good writing & verbal Communication skills, initiative & commitment.

3	Name of Post	: Executive Consultants
	Post code	: MLA/PhD/EC/03
	Number of Posts	: 2 to 4
	Upper Age Limit	: 40 years (on closing date of receipt of applications)
	Duration of Appointment	: Initially for a period of two years and extendable for further periods based on the performance of the candidate and the project needs, co-terminus with the project duration.
	Salary (Total monthly pay)	: Rs 0.40 lakh – 0.50 lakh (Consolidated)

3.1 Role of Executive Consultants

- Handling budgetary & financial issues with DeitY and other institutions involved in the project.
- Assisting the Senior Consultant in Monitoring and Evaluation of the scheme independently and through Programme Review and Steering Group that the programme progresses well.
- Interacting with participating institutions in developing the selection mechanisms for PhD candidates and Young Research Faculty as assigned by the Senior Consultants from time to time.
- Procuring Administrative approvals, TOR, Sanctions etc. related to the project.
- Provide linkages with various existing / proposed schemes like C2S, ISEA – Phase II, ITRA, C-MET, SAMEER, C-DAC, ICT Academics etc.
- Online platform data / base management, MIS, awareness / advertisements, calling PRSG meetings, preparation of reports (Technical & financial).

3.2 Qualification and Experience

3.2.1 Qualification:

Graduation/ Masters degree preferably with background in Information Technology/ Electronics.

3.2.2 Experience:

4 years experience including working/ handling industry, knowledge of financial aspects of industry, Government affairs, preparation of analysis reports, excellent skills

of coordination with staff and other organizations, good communication skills, positive attitude, high commitment , maintaining confidentiality and secrecy.

Desirable

- Good writing & verbal Communication skills.
- Good initiative, drive & Commitment.
- Should be good at public relations.
- Should possess planning, execution & follow-up skills.
- Those with experience in Research or Education / Academic institutions shall be preferred.
- Conversant usage of computer and familiarity with software packages for techno-commercial management of the project.
- Ability in liaison and to effectively communicate with Government / Academic Research & other institutions.

4	Name of Post	: Executive Assistants
	Post code	: MLA/PhD/EA/04
	Number of Posts	: 2 to 4
	Upper Age Limit	: 35 years (on closing date of receipt of applications)
	Duration of Appointment	: Initially for a period of two years and extendable for further periods based on the performance of the candidate and the project needs, co-terminus with the project duration.
	Salary (Total monthly pay)	: Rs 0.25 lakh – 0.40 lakh (Consolidated)

4.1 Qualification and Experience

4.1.1 Qualification:

Graduation in any discipline with diploma in computer applications.

4.1.2 Experience:

Good typing/ data entry skills. Aptitude to analyze problems and articulate solution as guided, high commitment and spirit to excel as the main requirements. Prior working experience would be added advantage.

Desirable

- Well Conversant usage of computer and familiarity with software packages required for Administrative and Commercial management.
- Proficient in English with good drafting skills and communication abilities (written & spoken).
- Ability to handle PR activities & also handling coordination assignments.
- Knowledge of personnel policy / rules & regulations etc in government system would be an added advantage.
- Good initiative, drive & Commitment.
- Ability in handling self-correspondence and good drafting capabilities.



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. The years of experience mentioned as requirement shall be of post-qualification for all posts.
3. Media Lab Asia reserves the right to fill all or some or none of the positions advertized without assigning any reason as it deems fit. All the Positions are purely temporary in nature for the PhD 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. The Media Lab Asia reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.
4. The maximum age shall be as on the last date of receipt of the applications.
5. For each post, a separate application is necessary.
6. The Application Form duly filled in and signed with photograph should be submitted in a sealed envelope and the envelope should be superscribed with the post applied for and the corresponding Post Code.
7. Screening of applications will be based on qualifications, age, academic record and relevant experience. 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, Media Lab Asia. Only short listed candidates shall be invited for selection interviews.
8. Media Lab Asia reserves the right to relax the criteria of Selection and requirements mentioned in the advertisement.
9. Number of positions mentioned against each category are indicative only and are likely to vary.

How to Apply: Interested candidates who fulfill the necessary requirements may **download the application** form, apply in the prescribed format and 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 _____ & Post Code _____”**, to reach the undersigned on or before the closing date of receipt of application.

LAST DATE FOR RECEIPT OF APPLICATIONS : 1st September, 2014.

Applications should be submitted in the prescribed format ONLY. Incomplete applications or Applications without the requisite information asked for / without signature / without photograph / without copies of certificates / without proof of experience and applications received after the due date shall not be considered.

No interim correspondence will be entertained. Canvassing in any form will result in disqualification.

Director (Admin. & Finance)
Media Lab Asia.