



Advt. No. MLA/REC/PhD/07-2017/02

**MEDIA LAB ASIA  
REQUIRES  
Consultant-cum-Administrator  
ON CONTRACT BASIS**

Media Lab Asia has been set up by the Ministry of Electronics and Information Technology (MeitY), 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 (now Section 8) on September 20, 2001 as a company without having a share capital and limited by guarantee.

**Media Lab Asia** intends to fill a temporary contractual position of **Consultant-cum-Administrator** from persons retired from the Government service or retiring from the service on or before the due date for submission of applications, against this advertisement. The assignment shall be on contract basis & on consolidated salary, initially for a period of **one year** & extendable for one more year, based on performance of the appointee & project needs of the institution and co-terminus with the duration of the Project.

**The place of postings shall be in Delhi.**



**Media Lab Asia  
invites  
Applications for the post of Consultant-cum-Administrator  
on contract appointment basis covering fixed duration  
and on consolidated salary for meeting ongoing project needs**

<b>Name of Post</b>	<b>: Consultant-cum-Administrator</b>
Post Code	: MLA/PhD/CCA/01/17
Number of Posts	: 1 (one)
Upper Age Limit	: 62 years (on closing date of receipt of applications)
Duration of Appointment	: Initially for a period of one year and extendable for a further period of one more year based on the performance of the candidate and the project needs, co-terminus with the project duration
Salary	: Salary Fixation shall be done by applying the formula “last pay minus pension drawn” formula, but limited to an upper limit/ceiling of Rs. 50,000/- per month + facilities as admissible

**Qualification & Experience of Consultant-cum-Administrator**

**Essential:**

- The minimum qualification to be a **Graduate** with not less than 25 years of experience in the government (Central/State) in the area of General Administration, Personnel, Management, Legal, Public Relations, Finance, Co-ordination, etc.
- Ability to Liason and co-ordinate with the government shall be considered as an essential requirement.
- Extensive knowledge of Government rules, procedures, etc. Proficiency in written and spoken English is also an essential requirement.
- Capability in note preparations and handling of note sheets, files, etc.
- Working experience in the Accounts/Finance Departments could be considered as an added advantage.

**Desirable :**

- Proven background in Administration.
- Experience in leadership & management.
- Proven abilities in team building & Networking.
- Excellent writing & verbal communication skills, initiative & commitment.
- Proficiency in English & Hindi.



**General Conditions applicable to all applicants covered under this advertisement:**

1. The years of experience mentioned as requirement shall be of post-qualification for all posts.
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 project 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.
3. The maximum age shall be as on the last date of receipt of the applications.
4. 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.
5. 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.

**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 Consultant-Cum-Administrator & Post Code : MLA/PhD/CCA/01/17**”, to reach the undersigned on or before the closing date of receipt of application.

**Director (Admin. & Finance)**

Media Lab Asia, 708-723, 7th Floor, Devika Tower, Nehru Place, NEW DELHI : 110 019,  
Phone : (011) 2644 3266/2628 8191/92/93, Fax. No. (011) 2628 8189

**LAST DATE FOR RECEIPT OF APPLICATIONS: 19<sup>TH</sup> JULY, 2017**

*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**