



**Advt. No. 12 / 2025**



## Advertisement for Contractual position

NIAB, an autonomous institute under the aegis of the Department of Biotechnology, Ministry of Science & Technology, Government of India, is aimed to harness novel and emerging biotechnologies and create knowledge in the cutting edge areas for improving animal health and productivity. The Institute's research focus is on animal genetics and genomics, transgenesis, stem cell & its applications, reproductive biotechnology, infectious diseases, nanotechnology, bioinformatics and Nutrigenomics. The Institute aims at translational research leading to genetic enhancement of Indian Livestock species and basic research towards development of novel vaccines, diagnostics and improved therapeutic molecules for farm animals.

NIAB invites applications from suitably qualified, dynamic, result oriented and dedicated Indian citizens for filling up the following Contract position for **11 months** at NIAB:

Name of the Post & details	Educational Qualifications & Experience
<b>Senior Technical Assistant</b>  No. of Posts: 1 (One)  Age: Not exceeding 35 Years  Monthly Emoluments: Rs. 60,000-70,000/- Consolidated	<b>Essential:</b> B.Sc. (Computer Science with 7 years of experience or B.Tech (CS) / M.Sc. (CS) with 3 years of experience from a recognised University with outstanding academic record.  <b>Desirable:</b> 3 years of R&D experience in any Government organization.

### **Nature of Work / Duties:**

- ICT Procurement & Infrastructure Management:** Verify that procured ICT items meet purchase order (PO) specifications, oversee installation, maintenance, and upgrades of ICT infrastructure, including servers, firewalls, network devices, workstations, multifunctional printers, CCTV systems, software, wireless access points, and video conferencing solutions. Coordinate with vendors and service providers for ICT procurement, AMC, and system enhancements.
- Website & Application Development:** Design, develop, manage, and secure the institute's public websites, intranet, and online application systems, ensuring accessibility, functionality, and security.
- Network & System Administration:** Administer, configure, and troubleshoot Local Area Networks (LAN), wireless networks, servers, desktops, and telecommunication systems (EPABX) for seamless connectivity and communication.
- Cybersecurity & Firewall Management:** Manage and monitor internet connectivity, firewall security, and cybersecurity measures to safeguard institutional data, prevent unauthorized access, and ensure compliance with security standards.

5. **Virtual Meetings & Event Support:** Provide support for online video conferencing, virtual meetings, hybrid events, and online exams to ensure smooth digital collaboration.
6. **Virtualization & Cloud Management:** Implement and maintain virtualization solutions (e.g., VMware vSphere) and cloud-based services for optimized resource utilization and scalability.
7. **ICT Inventory & Documentation:** Maintain ICT inventory, ensure proper documentation, asset tracking, audits, and compliance reporting.
8. **Cabling & Network Infrastructure:** Supervise the installation, maintenance, and troubleshooting of optical fiber and Cat 6 network cabling to support high-speed data transmission and network stability.
9. **CCTV & Security Systems:** Oversee the maintenance, configuration, and security of CCTV surveillance systems, access control systems, and audio-visual equipment to enhance institutional security.
10. **Technical Support & Training:** Provide technical support to staff, conduct training sessions on ICT tools, best practices, and cybersecurity awareness to enhance digital proficiency.
11. **Data Backup & Disaster Recovery:** Ensure robust data backup mechanisms, disaster recovery planning, and business continuity strategies to prevent data loss and system failures.
12. **ICT Policy & Compliance:** Develop, enforce, and monitor ICT policies, access control mechanisms, and compliance with institutional and cybersecurity regulations.
13. **Modernization & Digital Transformation:** Lead ICT modernization initiatives, including process automation, the integration of emerging technologies, and digital infrastructure enhancements for improved efficiency and security. Stay updated with advancements in ICT trends, recommend new technologies, and drive digital transformation initiatives aligned with institutional goals.
14. **System Audits & Risk Management:** Conduct periodic system audits, vulnerability assessments, and risk mitigation measures to strengthen ICT system resilience and ensure optimal performance.
15. **Sound & Audio-visual Systems:** Manage and maintain sound systems and audio-visual equipment for events, meetings, and institutional requirements.
16. **Team Leadership & Coordination:** Lead a team of ICT professionals to ensure seamless operations, collaboration, and continuous improvement in ICT services.

## GENERAL TERMS & CONDITIONS:

1. Appointment will be made on contract for a period of **11 months**. The contract is likely to be extended. There will not be any claim for regularization in future.
2. All educational, professional and technical qualification should be from a recognized Board/University.
3. The experience requirement specified above shall be the experience acquired after obtaining the minimum educational qualifications specified for the post.
4. Closing date of application will be the CRUCIAL DATE for determining eligibility with regard to age, essential qualification etc.
5. In case a large number of applications are received, in house screening will be done to limit the number of candidates to those possessing higher/relevant qualification and experience. Screening committee's decision will be final and cannot be challenged.
6. With regard to any provisions not covered in this notification, the bye laws of NIAB / Govt. of India rules / guidelines shall prevail.
7. Incomplete applications and/or the applications received after the last date shall not be considered.
8. Interim enquiries will not be entertained.
9. Amendment if any in future will be published on NIAB website only

10. **How to apply:**

- a) Eligible candidates are required to apply ONLINE through our website [www.niab.res.in](http://www.niab.res.in)
- b) The candidate needs to register on the website with username and password along with valid email id. Already registered candidates, may login with the existing username and password.
- c) Mere submission of online application will be considered only.

<b>Date of commencement of online applications:</b>	<b>26-03-2025</b>
<b>Last date for receipt of on-line applications :</b>	<b>14-04-2025 by 5 PM</b>

- d) **All self-attested copies of the certificates, mark sheets, testimonials in support of age, educational qualifications, experience, caste certificate (if applicable), curriculum vitae through relevant part of the application format on or before the prescribed last date. Hard copy is not required.**
- e) Please note that the online applications received after due date & time or incomplete in any other aspect will be summarily rejected.
- f) On successful submission of the online application form, the candidate(s) must take the printout of the PDF and keep it for their reference and record purpose.
- g) Candidate(s) are advised to apply early and not to wait for the last date, so that the last moment internet traffic can be avoided.
- h) For any technical queries while filling the application, please email to [recruitment@niab.org.in](mailto:recruitment@niab.org.in).

Sd/-  
**Senior Manager, NIAB**