SURVEY AND LAND RECORDS DEPARTMENT, KERALA

DSLR/3688/DSM/11/2024   20.11.2024

NOTIFICATION

Applications are invited from qualified and experienced candidates for appointment of Data Base Administrator on contract basis for the Digital Survey Mission (Ente Bhoomi) at the State Project Management Unit (SPMU) of the Directorate of Survey and Land Records, Government of Kerala. Interested candidates may apply via **ONLINE** mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram *(www.cmd.kerala.gov.in).* The online application submission link will open on **20/11/2024 (10.00 am).** The last date for submitting the online application will be **30/11/2024 (05.00 pm).**

The details of the Post, Remuneration, Qualification, Experience and other information are as follows;

Post	Data Base Administrator (Temporary)
No. of Vacancies	01
Remuneration	Consolidated Pay of Rs. 70,000/- per month.
Qualification	**BTech/BE or higher degree in computer science/information technology or MCA or MSc in Computer Science/IT. Advanced degrees certifications in Database Administration are advantageous.**
Experience	Overall experience in design, implementation and management of Database systems, minimum **3-5 years** proven experience in Database Administration for large complex IT systems.
Contract Period	One year (Extendable based on Project Requirement)
Job Brief / Position Overview	Database Administrator for our ongoing Ente Bhoomi (Digital Survey Mission and ILIMS) Project. Database Administrator will be responsible for the design implementation and maintenance of our Database Infrastructure. Database Administrator will collaborate closely with software engineers and other stake holders to optimize Database performance ensure data integrity, regular monitoring, scheduled optimizations and support our mission-critical survey applications.
Roles & Responsibilities	• Installing and upgrading OS, SQL, Databases (Posstgresql compulsory) and application tools for maintenance, monitoring of the Database Administration and keep the system up to date. • Allocating system storage and planning future storage requirements for the Database Management System. • Configuration of Hardware and Software:

	Database Administrator should work with system administrator in order to configure Hardware and Software. • Security Administration: One of the major responsibilities of the Database Administrator is to secure the Database from unauthorized access. He can add or remove the users and consistently check security problems. • Data Analysis: Database Administrator will regularly check and analyze the data and matter appropriate recommendations with respect to efficiency and performance of the data storage. Managing primary Database structures (tables spaces). • Managing primary objects (table, views, indexes) • Enrolling users and maintaining system security. • Ensuring compliance with license agreement if any. • Controlling and monitoring user access to the Database. • Monitoring and optimizing performance of the Database. • Planning and execution of backup and recovery of Database as prescribed in the Backup policy by department. • Maintenance of Backup log registers. • Maintain archived data on tape or other media. • Managing Database Accessibility. • Performance monitoring and corrective actions. • Managing capacity issues. • Database replication/clustering. • Analyzing Database usage and advising. • Uploading of demand data received from participating departments. • Assist/co-ordinate with system administrator on system matters. • To take care of functions of system administrator in the absence of SA. Any other duties specifically allotted by the department.

Instructions / Informations for Candidates

1. The appointment will be made for one year on contract basis extendable based on project requirement. If the service of the employee will be found unsatisfactory, he/she will be terminated with one month's notice.

2. **Age:** Maximum age limit is **45 Years** as on **31/10/2024**.

3. **Only post qualification work experience of the candidate until 31/10/2024 will be considered.**

4. Admittance to various stages of the recruitment will be provisional only and will not confer any claim for appointment unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.

5. Canvassing in any form will lead to disqualification.

6. Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the

photograph must be less than 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 5mb size.

7. The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates those who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant Government Order or an equivalency certificate issued by UGC approved Universities/Technical Board/Institutions from Kerala to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

8. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.

9. SLRD/CMD is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc. shall not be entertained.

10. SLRD/CMD reserves the right to shortlist the number of candidates for interview, as the case may be for the posts, based on marks secured in the Written Test.

11. Candidates must upload their qualification certificates and experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.

12. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.

13. SLRD reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

Sd/-
SURVEY DIRECTOR

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