



**INSTITUTE FOR DEVELOPMENT AND RESEARCH IN  
BANKING TECHNOLOGY  
(Established by Reserve Bank of India)**

**Advertisement No: 18 /2024 – 25**

**Date: January 23, 2025**

**Recruitment for Exchange Server Administrator / Associates**

**IDRBT - The Institute (<https://www.idrbt.ac.in/about-idrbt/>):**

The Institute for Development and Research in Banking Technology (IDRBT), established by the Reserve Bank of India, is a premier Institute for adoption and absorption of Banking Technology. The Institute spearheads efforts in providing state-of-the-art Digital Public Infrastructure and Product Development for public good through applied Research, Executive Education, Consultancy, etc. so as to continuously enable the technology transformation. Please see the genesis and journey on link above.

**As a “Focused Drive”, Talented women looking to restart their careers after a break for family growth and sustenance will be given due consideration.**

**Opportunity for Skill Development**

The prospective candidate will have opportunities to learn on the job and also can hone their functional skills and expertise in various areas of specialization. The Institute offers a variety of EDPs for Banking and non-banking sector executives. It has six Research Centres for various emerging technologies and labs, provides a platform to Ph.D. students for conducting research on niche technologies and their applications in industry. These experiences provide an unbeatable platform to build and augment the career. These experiences provide an unbeatable platform to build and augment the career because of the sheer variety of work being done at IDRBT.

**Position : Exchange Server Administrator / Associates**

Exchange Server Administrator/ Associates, as a team, will manage on-premises Microsoft Exchange server infrastructure in a Private Cloud environment, which *inter alia* include managing and maintaining accounts, mailboxes, security, backup, archival and restoration, etc. They will also be the first point of contact for issues related to the Mail system.

- i. Number of Open Positions** : 2 / 3
- ii. Designation** : Dependent on job responsibilities
- iii. Job Location** : Hyderabad
- iv. Compensation:**
  - Annual CTC, will be negotiable based on the skills, experience, orientation and broader outlook.

- Other benefits will be provided as per the Rule of Institute.

**v. Term of the Employment:**

Appointment will be on full-time contract basis initially for a period of three years, extendable further. The annual performance of the appointees would decide the continuance of the Contract. The contract will be terminable with a notice period of one month from either side after initial three months of probation period.

**vi. Eligibility:**

**A. Educational Background:**

- Minimum Graduate Degree in Engineering or Master in Computer Application.
- Certification and experience relevant to job requirement is plus point for higher compensation. Microsoft Exchange Server certifications preferred.

**B. Responsibilities -:**

- i. Managing and administering Microsoft Exchange Servers and related technologies.
- ii. Strong knowledge of Exchange Server 2016/2019/2023, Exchange Online, and related technologies.
- iii. Experience with PowerShell scripting for Exchange administration automation.
- iv. Installing, configuring, and maintaining Exchange server software and related components.
- v. Monitoring and resolving issues related to Exchange mailboxes, message tracking, and transport logs.
- vi. Deploying and configuring Exchange Online Protection for inbound and outbound email protection.
- vii. Managing and monitoring email infrastructure for high availability and optimal performance.
- viii. Developing and implementing Exchange server backup and recovery strategies.
- ix. Managing Active Directory objects related to Exchange, such as user accounts and distribution groups.
- x. Performing system administration, security, and maintenance duties as required. Working closely with other IT teams to troubleshoot and resolve issues related to messaging services.
- xi. Desirable skills
  - Good understanding on IT Infrastructure in private cloud environment, technical platforms / technologies
  - Experience on project prioritization and balance needs of various key stakeholders
  - Knowledge of Service management techniques including incident, problem, change, release management
- xii. Soft Skills
  - Verbal and written communication skills, problem solving skills, attention to detail and interpersonal skills along with the ability to present complex

- security subjects to internal work groups and projects.
- Ability to work effectively with other functional areas and understand the operational issues relevant to achieving superior results.
- Highly organized and able to manage multiple priorities. Ability to work independently and in a team-oriented environment.

**vii. Last Date to Apply: 25th February, 2025.**

Interviews of first batch of shortlisted candidate will commence from February 2<sup>nd</sup>, 2025.

**Rules and Regulations**

1. All the above positions are on contract basis.
2. There will not be any absorption or regularization for the candidates on boarded by the Institute through this web notice. A separate advertisement/web notice will be published for regular appointment in IDRBT.
3. The preliminary assessment for candidature and suitability will be on the strength of the information submitted in the Application form.
4. Candidates fulfilling the eligibility criteria would be called for participation in the selection process which may involve online/in-person interaction.
5. In all matters regarding the appointment process, the decision of the Institute shall be final. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of Offer letter, the Institute reserves the right to modify / withdraw / cancel any communication made to the candidates.
6. Interested candidates may forward their filled-in prescribed application forms along with CV, photograph and a cover letter highlighting why their candidacy should be considered for the advertised position. The letter shall be addressing to “The HR Department, IDRBT, Castle Hills, Road No.1, Masab Tank, Hyderabad – 57” and shall be sent by e-mail to [careers@idrbt.ac.in](mailto:careers@idrbt.ac.in) with the subject line as “Application for Exchange Server Administrator / Associate”.

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