

Jadavpur University

Kolkata – 700032

CIRCULAR

It is notified for the information of all concerned that a walk-in interview will be held on **Tuesday, 30 August, 2016 at 12 noon at the School of Cultural Texts and Records** for the following project-related posts under the project entitled DIGITIZATION AND CONSERVATION OF ENDANGERED PAPER RECORDS OF THE BRITISH INDIAN ASSOCIATION funded by the Endangered Archives Programme, British Library, UK.

NAME OF THE POST:

1. PROJECT COORDINATOR - 1
2. PROJECT ASSISTANTS -2 (Digital Imaging -1, Metadata Management – 1)
3. ADMISTRATIVE ASSISTANT (PART-TIME)

JOB DESCRIPTION:

Post 1. PROJECT COORDINATOR: The Project Coordinator will monitor and coordinate the entire project.

Post 2 a. PROJECT ASSISTANT (Digital Photography): Will execute the photographic work and ensure that archival standards are scrupulously maintained. Will be expected to adapt to the actual on-site work conditions and be able to generate archival quality images.

Post 2b. PROJECT ASSISTANT (METADATA MANAGEMENT): Will be in charge of creating metadata records for the project. Will create hierarchic metadata records for each item, folder and sub-collection. Will also be expected to advise the archival partner about preservation issues and treatment of compromised material.

Post 3. ADMISTRATIVE ASSISTANT (PART-TIME): The Administrative Assistant will provide office assistance, maintain accounts and perform other administrative and secretarial functions for the project.

ESSENTIAL QUALIFICATION:

Post 1: Master's degree in any subject. Proven skill in archival digitization and project management with at least 2 years' experience in supervisory capacity in an archival project.

Post 2a: Master's degree in any subject. Proven skill in image digitization with experience of having worked with major paper collections for at least 3 years.

Post 2b: Master's degree in any subject. At least 3 years' experience in working on archival project in the area of metadata management. Proven competence in handling brittle archival material.

P. T. O.

Post 3: Graduate in any discipline. Minimum 2 years' experience as administrative assistant in similar university projects.

TERM OF RECRUITMENT: From 01/09/2016 to 31/08/2017. Extendable for second year of the project but not beyond the term of the project.

REMUNERATION:

Post 1: Rs. 26,500 per month (consolidated)

Post 2a: Rs. 22,000 per month (consolidated)

Post 2b: Rs. 22,000 per month (consolidated)

Post 3: Rs. 10,000 per month (consolidated)

Application Forms are obtainable from Information Office of the University during working hours (11 am to 4 pm) from Monday to Friday except holidays on payment of Rs. 50/-

Interested candidates may appear for the interview with two copies of application form and current CV, other supporting documents and evidence of relevant work experience. No TA/DA is admissible.


Registrar

Copy to:

All Departments/Sections/Units/Centers/Schools

Notice Board of Main Building

Director, School of Cultural and Texts and Records

Mr. Samit Pahari – for website please.