



भारतीय सांख्यिकीय संस्थान INDIAN STATISTICAL INSTITUTE

203, बी. टी. रोड, कोलकाता - 700 108 / 203, B. T. Road, Kolkata- 700 108
(An Autonomous Body funded by Ministry of Statistics and Program Implementation, GoI)
(सांख्यिकी और कार्यक्रम कार्यान्वयन मंत्रालय द्वारा वित्तपोषित एक स्वायत्त निकाय, भारत सरकार)



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22 May 2024

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Indian Statistical Institute, Documentation & Information Science Division is looking for young, dynamic, tech-savvy, highly motivated and committed Post graduates in Museology from recognized Indian universities inviting applications for the recruitment of **one (01) Project linked person** purely on temporary basis to work on the project titled "Arrangement, Description and Digitization of Archival Documents" in the Prasanta Chandra Mahalanobis Memorial Museum & Archives, Kolkata of the Institute.

- Qualifications:** Masters in Museology with First Class and a Bachelor degree (under 10+2+3 system) from a recognised University/ Institute with consistently good academic record. Candidate with working knowledge of museum & digital preservation will be given preference.
- Scope:** The project linked person will be oriented with various functions & services of the Museum & Archives and will get a chance to learn about Arranging archival files, Recording archival files, Documentation, Managing museum artifacts, High resolution scanning, Digital restoration of archival documentation/ photo etc.
- Pay:** Consolidated pay of ₹14000/- (Rupees fourteen thousand only) per month.
- Tenure of Appointment:** The tenure of appointment initially will be upto **31 August 2024** from the date of his/her joining the Institute which may be extended later/ terminated earlier, depending on availability of funds and performance of the candidates.
- Age:** Should not exceed 35 years as on 01 May 2024, with usual relaxation for SC/ST/OBC/Women/differently abled candidates as per Government of India norms.

Eligible and interested candidates are requested to apply by sending a covering letter to the e-mail: ksatpathy@isical.ac.in with a copy to liboffice@isical.ac.in on or before **10 June 2024** addressed to the Chief Librarian, Library, Indian Statistical Institute. **The covering letter along with the current resume (signed) of the candidate in English, which is required to include (a) Name (In block letters), (b) Passport size photograph, (c) Permanent/ Present Address, (d) E-mail Address, (e) Telephone/Mobile No., (f) Parent's/Spouse's Name, (g) Date of birth, (h) Academic Qualifications (with percentage of marks obtained in each examination starting from 10th class), (i) Experience (if any), (j) Aadhaar Card/ Pan Card/ Voter Card, (k) SC/ST/OBC/Differently abled status with self attested scanned copies of all documents/testimonials in a single PDF format.** At the time of joining, selected candidates have to produce all relevant documents/testimonials in original for verification and a medical certificate of fitness from the Medical Officer of the Institute. Failing this, the institute will offer the position to the next candidate in the merit list prepared for this purpose. CVs with incomplete information or without supporting documents will be summarily rejected. **The selected candidates has to work from Monday to Saturday (six days a week) and be ready to work in different shifts and weekends on rotation basis if required. No TA/DA will be paid to the candidates for attending the interview.** Selection of candidates will be based on their consistent good academic record & performance in the written test & interview. They should also bring/show the original copies of the certificates for verification on the date of interview. After short listing, venue, mode of interview (online or in person) and time of interview would be informed to the selected candidates via e-mail. The Institute reserves the right not to appoint any of the above. This advertisement is also available on our website www.isical.ac.in/jobs.

(Kishor Chandra Satpathy)
Chief Librarian

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20/5/2024