

National Mission for Manuscripts

11, Mansingh Road, (IGNCA Complex),

New Delhi-110 001

Applications are invited from eligible candidates of Indian origin, who are below age of 55 years as on 7th May 2014, for the following posts at this Mission.

The date of interview will be intimated on finalization of scrutiny of the applications received.

Reference : NMM's advertisement dated 11th April 2014 in the Hindustan Times and Hindustan.

Sl. No.	Post	No. of Post	Essential Qualification (s)	Desirable Qualification (s)	Remuneration PM (consolidated in Rs.)
1.	Coordinator (Survey)	1	Good academic record with M.A. or equivalent degree in Sanskrit or Linguistics or History with at least high second class marks (55%). Ph.D. At least 3 year's research experience. Experience of field work in survey of manuscripts, proficiency in History of Indian Arts and Architecture. Experience of editing manuscripts, writing articles/ research papers. Proficiency in MS	Proficiency in Manuscriptology and Paleography or Epigraphy Good knowledge of documentation of manuscripts. Knowledge of published research work in reputed journal/s Indian Culture. Fluency in spoken Sanskrit, Hindi and English	38,000/-

			Office.		
2	Coordinator (Digitization)	1	<p>Good Academic record with B.E./B.Tech /M.Tech or equivalent degree in Computer Science/ Electronics from a recognized University/ Institute.</p> <p>At least 5 year's experience after B.E. or 3 year's experience after M.Tech in Technology implementation, Database administration, hardware/software maintenance in an organization.</p> <p>Experience in coordination of data management for National level project.</p>	<p>Good communication skill.</p> <p>Good knowledge of English and Hindi</p> <p>Experience in digitization work.</p>	38,000/-
3.	Coordinator (Conservation)	1	<p>Master degree or equivalent in Art Conservation or related discipline (such as Chemistry) from a recognized University/ Institute with at least 60% marks.</p> <p>At least 3 year's experience in coordination of conservation activities /conservation of antiquities or works of art/ manuscripts in an institution of repute. Should be proficient in MS Office.</p>	<p>Training in conservation of manuscripts, Art Conservation from a recognized conservation institute</p>	38,000/-

4.	Coordinator (Workshop & Seminar)	1	<p>Good academic record with M.A. or equivalent degree in Classical Indian Languages or Linguistics or History with at least high second class marks (55%) and Ph.D.</p> <p>At least 3 year's research experience. Experience of field work in survey of manuscripts. Proficiency in History of Indian Arts and Architecture. Experience of editing manuscripts writing articles/research papers independently. Proficiency in MS Office.</p>	<p>Proficiency in Epigraphy, Manuscriptology and Paleography</p> <p>Good knowledge of documentation work on manuscripts.</p> <p>Knowledge of Indian Culture. Fluency in spoken and written Sanskrit, English and Hindi.</p>	38,000/-
5.	Coordinator (Outreach)	1	<p>Good academic record with M.A. or equivalent degree in Sanskrit or Linguistics or History with at least high second class marks (55%) and M.Phil./Ph.D.</p> <p>At least 3 year's research experience. Experience of field work in survey. Proficiency in History of Indian Arts and Architecture. Experience of editing books/ manuscripts/ copy editing, writing articles/research papers independently. Should be proficient in MS Office.</p>	<p>Proficiency in Epigraphy, Manuscriptology and Paleography</p> <p>Good knowledge of documentation of manuscripts.</p> <p>Knowledge of Indian Culture. Fluency in spoken and written Hindi, Sanskrit and English.</p>	38,000/-

6.	Assistant coordinator (Survey)	1	<p>Good academic record with M.A. in Sanskrit or any other Indian language or equivalent degree with at least high second class marks (55%).</p> <p>Diploma in Manuscriptology and Palaeography or should have attended at least one advance level workshop on Manuscriptology and Paleography organized by NMM.</p> <p>At least 2 year's research experience. Experience of manuscripts documentation work. Experience of editing manuscripts, writing articles/research papers. Should be proficient in MS Office.</p>	<p>M. Phil./Ph.D. Knowledge of Indian Culture. Fluency in spoken and written Hindi, Sanskrit and English.</p> <p>Good knowledge of cataloguing manuscripts.</p>	31,000/-
7.	Asst. Coordinator (Digitization)	1	<p>Good Academic record with B.E./B.Tech or equivalent degree in Computer Science/ Electronics from a recognized University/ Institute.</p> <p>At least 3 year's experience after B.E./B.Tech in Technology implementation, database administration, hardware/software maintenance in an organization.</p>	<p>Good communication skill.</p> <p>Good knowledge of English and Hindi.</p>	31,000/-

			Experience in coordination of data management for National level project.		
8	Asst. Coordinator (Workshop & Seminar)	1	<p>Good academic record with M.A. in Classical or Modern Indian Languages or equivalent degree with at least high second class (55%), M.Phil.</p> <p>At least one year's research experience, experience of field works in survey. Proficiency in History of Indian Arts and Architecture. Experience of editing manuscripts, writing articles and research papers. Should be proficient in MS Office.</p>	<p>Proficiency in Epigraphy, Manuscriptology and Paleography.</p> <p>Good knowledge of documentation of manuscripts.</p> <p>Good knowledge of Sanskrit, Hindi and English languages. Good knowledge of Indian Culture.</p>	31,000/-
9.	Asst. Coordinator (Research & Publication)	1	<p>Good academic record with M.A. in English or Linguistics or History or Philosophy or Sanskrit or Arabic or Persian or Urdu with at least high second class marks (55%). Should be proficient in MS Office.</p> <p>At least 2 year's experience of editing Magazine or Journal. Experience of editing manuscripts, writing articles/research papers. Having the basic skill of publication and ability for copy</p>	<p>M.Phil./Ph.D., Diploma or degree in Journalism along with Diploma in Desk Top Publishing.</p> <p>Good knowledge of English and Hindi, sound knowledge of Sanskrit.</p> <p>Published research work or an equivalent standard of publication.</p>	31,000/-

			editing.	Knowledge of Indian culture, proof reading skills.	
10	Asst. Coordinator (Outreach)	1	<p>Good academic record with M.A. or equivalent degree (in Sanskrit or Linguistics or History) with at least high second class marks (55%).</p> <p>At least 2 year's research experience, Experience of field work of survey, Should be proficient in MS Office.</p>	<p>M.Phil./Ph.D. Proficiency in Epigraphy, Manuscriptology and Paleography</p> <p>Good knowledge of documentation of manuscripts.</p> <p>Good knowledge of Sanskrit, Hindi and English with fluency in spoken form. Knowledge of Indian Culture.</p>	31,000/-
11.	Asst. Editor (Research & Publication)	3	<p>Good academic record with M.A. in English or Linguistics or History or Sanskrit/Hindi or Persian/Urdu with at least high second class marks (55%). Should be proficient in MS Office.</p> <p>At least 2 year's experience of editing Magazine or News letter, Journal or News Paper, etc. Experience of editing manuscripts, writing articles/research papers.</p>	<p>M.Phil./Ph.D. Diploma in Desk Top Publishing.</p> <p>Good working knowledge of English, Hindi or Persian, Urdu. Sound knowledge of Sanskrit.</p> <p>Having basic skill of publication and understanding of copyright law. Ability for copy editing.</p>	31,000/-

				Published research work or an equivalent standard of publication. Knowledge of Indian Culture. Ability to proof read.	
12.	Stenographer	1	Bachelor Degree with typing speed of 40 words per minute in English and Hindi, and 80 words short hand per minute.	Good knowledge of English and Hindi.	20,000/-
13.	Cashier/ Accountant	1	Minimum 10+2 or XII pass with at least 60% marks in commerce subjects and Basic computer knowledge, Good typing speed in English and Hindi with a minimum 5 year's experience.	Good communication skills.	20,000/-
14	MTS	1	X Pass	Knowledge of English and Hindi to handle files and receiving/dispatching letters and to maintain documents relating to it such as Dak received register, Dak dispatch register etc.	

Qualifications and experience are relaxable at the discretion of selection committee in case of otherwise well qualified candidates.

Conditions applicable:

1. The appointment will be purely on contractual basis. This period is extendable till 31.3.2017 after review of performance.
2. No medical allowance, provident fund or any other benefits will be admissible.
3. Applications should be sent through registered post to the Director, National Mission for Manuscripts, Indira Gandhi National Centre for Arts, 11, Mansingh Road, New Delhi-110001 by **7th May, 2014** in the envelope (approximate size of 10x5 inches) on the top of which “Application for the post of _____” should be mentioned. Applications received after prescribed date will not be considered.
4. No TA/DA shall be admissible for attending interview/practical test for stenographer.