

Sardar Vallabhbhai Patel Rashtriya Ekta Trust

Sardar Sarovar Narmada Nigam Ltd.

Gandhinagar

Advertisement for Contractual Recruitment of Part Time Consultants

for Statue of Unity Project.

Job Description & Qualifications.

Sardar Vallabhbhai Patel Rashtriya Ekta Trust of Government of Gujarat, Gandhinagar requires services of Part time consultants on following temporary positions on contract basis at Office of SVPRET, SSNNL, Block No-12, New Sachivalaya, Gandhinagar, Gujarat for the Statue of Unity Project.

Post-1	Report Writing (Documentation Expert) English & Gujarati.
Job description	<ul style="list-style-type: none">• Search, Collect, Store, manage and track all project related documents which also include the Historic Documents to be brought from various Archival Institutions.• Maintain meeting minutes, approval tracking, and related items• Write text for marketing collateral such as websites, newsletters, event programs, brochures, etc.• Work with designers and professional printers to ensure quality design, printing and delivery of necessary items• Receive and process Requests for Information (RFIs) from internal and external stakeholders• Assist with file audits, and perform other administrative tasks as needed• Assist with planning and implementing marketing activities for SVPRET at events such as exhibitions, conferences, and special promotions• Assist officials as and when required for any other activities assigned pertaining to the project
Requirements	<ul style="list-style-type: none">• PhD/M. Phil/P.G./ Grad. in English, History or mass Communication• 5 years of total experience• 3 years of relevant experience in a similar role• Should have worked with similar organizations/ large projects• Comfortable with technology – should have prior experience with some document control software, well-versed with MS Office and the internet• Strong verbal and written communication skills in both English and Gujarati• Ability to carry out tasks in a timely and accurate manner• Detail-oriented and dependable

Post-2	Archival and Research Officer
Job description	<ul style="list-style-type: none"> • Conduct primary and secondary research pertaining to project related activities/ subjects • Undertake background research including desk based research and conducting site visits or interviews, prepare questionnaire etc. • Store, manage and track all project related documents and handle document archives (Digital and Traditional) • Own and operate document management activities pertaining to project • Design detailed document management operational procedures and conduct continuous reviews and operate it • Ideate new research requirements and conduct execution of the same • Researching the market including reading relevant publications or blogs, and staying up to date with writing that is being produced in project; • Assist officials as and when required for any other activities assigned pertaining to the project
Requirements	<ul style="list-style-type: none"> • PhD/M. Phil/P.G./ Grad. in History Preferable. • 5 years of total experience • 3 years of relevant experience in a similar role • Should have worked with similar organizations/ large projects • Comfortable with technology – should have prior experience with some document control software, well-versed with MS Office and the internet • Strong verbal and written communication skills in both English and Gujarati. (Knowledge of Hindi language will be an advantage) • Ability to carry out tasks in a timely and accurate manner • Detail-oriented and dependable

• Selected candidates will get a fixed Remuneration for the period of Contract of 11 Months (Extendable) Rs.13000 to Rs. 15000 for PG Candidates, Rs. 18000 to Rs. 20000 for MPhil Candidates and Rs. 25000 to Rs. 27000 to PhD Candidates. The decision of the Committee will be final. (Candidates with suitable experience in the appropriate field may be given preference.)

Interested candidates may visit the official website of SVPRET www.statueofunity.in and <http://www.sardarsarovardam.org> for the details and full text of the advertisement and submit their applications addressed to The project Director, Statue of Unity project, SVPRET, Sardar Sarovar Narmada Nigam Ltd. Block No-12, New Sachivalaya, Gandhinagar-382010, Gujarat latest by 10th June, 2015.