INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT338/2022

Job Title
Project Assistant

Job Reference Number
50377191

Application End Date
04.01.2023

Type of Employment
Proj. Staff Contract

No. of Position(s)
2

IITB Project Recruitment:

Project title: Setting up National Virtual Library of India (NVLI)

About the project: About the project National virtual library of India (NVLI), This project is an important part of the larger vision of putting information of the entire Indian cultural heritage in the digital web world. The main goal of this project is to create, collect, encode, and collate various digital artefacts related to Indian culture, in the form of a portal, and to allow relevant information access through web-based search.

Essential Qualifications & Experience:
BA/BSc/BCom/BBA or equivalent degree.

Candidates should have knowledge of handling raw digital files, editing and compiling pdf files, conversion from various formats such as tiff, jpg to pdf, scanning work, bulk data entry along with verification of records.

Job Profile:
Person will be responsible for handling raw digital files and processing them for handover to the curation team for metadata creation, editing of pdf files, compiling of pages into single pdf files, rotation of pages, conversion from various formats such as tiff, jpg to pdf, scanning work, bulk data entry along with verification of records, cropping of images and pages for refinement, and copying of data being received in DVDs.

This position is for New Delhi Office for a project being managed by IIT Bombay on behalf of the Ministry of Culture, Government of India.

Pay Details:
Level PR-A2: Salary range from Rs.14400 to Rs 31200 + Rs.3125.00/- Out Of Campus Allowance (if applicable) p.m.

General information:
The position is temporary for a period of 1 year and tenable only for the duration of the project. The appointment is for time bound project and the candidate is required to work mainly for the

successful completion of the project. The selection committee may offer lower or higher designation and lower or higher salary depending upon the experience and performance of the candidate in the interview.

Candidates called for interview will be required to attend at his/ her own expenses.

For any queries/clarification please contact: recruit@ircc.iitb.ac.in