



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: IRCC/EXT332/2022

Job Title

Sr. Project Assistant

Job Reference Number

50377207

Application End Date

04.01.2023

Type of Employment

Proj. Staff Contract

No. of Position(s)

4

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:

MA or equivalent degree in History/ Museum Studies

OR

BA or equivalent degree in History/ Museum Studies with 2 years of relevant Experience,

- 1) Candidates having experience in the field of history/ Art / Museum studies/ Heritage Management/ Cultural Heritage will be given preference.
- 2) Candidate should have experience of writing for and managing social media platforms relating to history, heritage and culture.

Job Profile:

The primary role includes managing social media accounts. It also involves researching, writing and preparing daily content and posts for all social media accounts; Instagram, Facebook and LinkedIn. Interpreting social media statistics and analysing all social media posts on a daily basis is a prerequisite. Creative skills, knowledge of photoshop and Canva is an added asset. Conducting and managing outreach programmes (if required) will be an added responsibility.

Additionally, this role also includes researching in and writing on different facets of the rich tangible and intangible cultural heritage of India. Excellent writing skills in English are a prerequisite. An ability to write well in Hindi will be an asset.

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-A3: Salary range from Rs.25200 to Rs 50400 + Rs.5000.00/- 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