<div align="center">**TEXT FOR ADVERTISEMENT**</div>

Centre for Community Knowledge

The Centre for Community Knowledge at the Ambedkar University Delhi needs an Archiving Assistant (RA) for the Social Science Research Archives for a period of six months.

Last date for receipt of application – 25 March 2015.
Please send your application to directorcck@aud.ac.in

Job Description

The candidate will be required to
- Liaise with holders of archival material and physical collections
- Acquiring, Classifying, documenting and creating summary / synopsis of the received material.
- Create an accession list for the items under consideration
- Liaising with IT services to upload to AUD digital repository.
- Creating a catalogue of the collections

Job Requirements
- Minimum Qualification: Masters degree in Social Sciences with at least 55%
  Other requirements:
- Experience of photography, audio visual and multimedia software and equipment
- Proficiency in English, Hindi and Urdu (written)

Desirable
- At least 12-15 months experience of working with digital data, online repositories and metadata practices
- Knowledge of archiving/ art history

  Duration of appointment: 6 months
  Remuneration: INR 25,000 per month consolidated
  The position will be based in Ambedkar University Delhi