Text for Advertisement

Centre for Community Knowledge

Vacancy: One (1)

Project and Position: Senior Research Assistant for Institutional Memory Project

Qualification and Eligibility :

> **Essential**:
>
> Masters in social sciences or mass communications with atleast 55% aggregate.
>
> Experience of working on archiving initiatives, in tasks of building an archive and related fields for a minimum of 3 years
>
> Familiar with database and records management.
>
> **Desirable**:
>
> Proficiency in research, editing (text and other media), comfortable with learning internet & web design skills.
>
> Knowledge of Hindi and English
>
> Should have good analytical and writing skills and ability to prepare and write reports.

Duration of the Appointment: 12 months

Remuneration: Rs. 30,000/- per month

Send in your application with CV through email as a PDF or MS Word attachment to directorcck@aud.ac.in within ten (10) days of publication of this advertisement, with the subject 'Senior Research Assistant at CCK'. Applications without accompanying CV will not be reviewed. Only shortlisted candidates will be called for interview. No TA/DA will be given for attending interview.

Please note that the engagement would be purely on temporary/contractual basis.

Job Description:

The Institutional Memory Project is a largely AV archive of Ambedkar University Delhi records and memories since its inception in 2008. The selected candidate will work as a project manager, with a focus on archiving and curation of the digital content. In addition, the Senior Research Assistant is expected to organise physical and digital records of the institution's archive, catalogue and add metadata to the archive, conduct oral history interviews of AUD members, source and showcase the digital records.

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Centre for Community Knowledge

Vacancy: One (1)

Project and Position: <u>Research Assistant</u> for Institutional Memory Project

Qualification and Eligibility :

    Essential:

    Masters in Social Sciences or PG Diploma in Mass Communications with atleast 55% aggregate.

    Minimum 2 years experience of audio and video cinematography and editing.

    Field and research experience and good people-interaction skills.

    Desirable:

    Knowledge of Hindi and English

    Should have good analytical and writing skills and ability to prepare and write reports using MS Office and web platforms.

    Knowledge of multimedia AV and graphic software.

Duration of the Appointment: 6 months

Remuneration: As per University guidelines, and commensurate with qualification and experience, not exceeding Rs.25,000/- per month.

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Please note that the engagement would be purely on temporary/contractual basis.

Job Description

The Institutional Memory Project is a largely AV archive of Ambedkar University Delhi records and memories since its inception in 2008. The selected candidate is required to work in coordination with schools and centres and undertake documentation for the project. The RA will have an opportunity to contribute to a University-wide AV library. In addition, the RA will be involved in editing recordings, making short films and use web platforms to showcase archived content to the AUD Community.