

Text for Advertisement

Research Assistant for Institutional Memory Project

Centre for Community Knowledge

The University intends to appoint a Research Assistant in the Institutional Memory Project, hosted at the Centre for Community Knowledge, Ambedkar University, Delhi.

Job Description

- Organising and cataloguing all digital items of the archive
- Creation, Accession and Retention Lists of all material within the archive
- Creating a manual for records management in Ambedkar University
- Liasoning with the schools and creating structures for administration of institutional archives.

Job Requirements

- Post-graduate in Social Sciences'
- Certificate in Records Management
- Experience in working in visual and multi-media archives

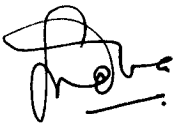
Duration of Appointment: 3 months

Remuneration: Rs. 25000 per month

Last Date of submission of applications: 15TH NOVEMBER 2014

Position will be based at Centre for Community Knowledge, Ambedkar University. Applications to be sent to,

The Director, CCK, AUD, Kashmere Gate Campus, Delhi-110006

 27/10/14

Director CCK