



# THE ASIATIC SOCIETY

Founded in 1784

(An Institution of National Importance declared by an Act of Parliament)

&

(An Autonomous Organization under Ministry of Culture, Government of India)

1, Park Street, Kolkata- 700016

Phone: 2229-0779, 2249-7250, 2229-7251, Fax: 033-2252-0600

Website: asiaticsociety.culture.gov.in



Ref. No.: TASK/2026/02

Date: 13.03.2026

## Vacancy Notification

### Walk-in-Interview

The Asiatic Society, Kolkata as a Cluster Centre under Gyan Bharatam, Ministry of Culture, Government of India is going to organize Walk-in-interview to select candidates for the below mentioned posts on **the following dates from 11.00 a.m. onwards** at the premises of the Society.

- **Name of the Project** : **Gyan Bharatam**
  
- 1. **Name of the Position** : **Centre Coordinator**
  - a. **No of Position** : 1 (One)
  - b. **Age Limit** : Maximum 63 years (as on the date of advertisement)
  - c. **Essential Qualification** :
    - a) Postgraduate degree in Manuscriptology / Sanskrit / Indology / Library & Information Science / Archival Studies / Conservation Science or allied disciplines from a recognized university.
    - b) Minimum 10 years of professional experience in:
      - Manuscript cataloguing and documentation
      - Curation and collection management
      - Manuscript preservation and conservation
      - Technical and digitization-related work
    - c) Knowledge of ancient Indian scripts
    - c) Basic Computer Knowledge



- d. Desirable Qualification** : a) Demonstrated experience in handling ancient and rare manuscripts  
b) Exposure to national or institutional manuscript missions/projects is preferred.
- e. Duration** : 06 months (on purely temporary basis)
- f. Remuneration** : ₹ 60,000/- per month.
- g. Date of Walk-in-interview** : 23.03.2026

- 2. Name of the Position** : **Technical Expert**
- a. No of Position** : 1 (One)
- b. Age Limit** : Maximum 45 years (as on the date of advertisement)
- c. Required Qualification** : a) Postgraduate degree from recognized university/ reputed institute in one of the following disciplines:
- Library & Information Science (with strong IT knowledge)
  - Data Science / Digital Archiving
- b) Minimum 3 years' experience in-
- Digitization of manuscripts, archival records, or library materials
  - Digital data management and uploading to digital repositories
  - Metadata standards and digital preservation workflows.
- d. Desirable Qualification** : a) Experience in manuscript digitization projects or archival digitization.
- b) Knowledge of Metadata preparation following standards such as Dublin Core.
- c) Familiarity with AI/OCR tools, IIIF frameworks, or digital libraries used in manuscript preservation.
- e. Duration** : 06 months (on purely temporary basis)
- f. Remuneration** : ₹ 40,000/- per month.
- g. Date of Walk-in-interview** : 24.03.2026



- 3. Name of the Position** : **Cataloguer (Manuscripts)**
- a. No of Position** : 1 (One)
- b. Age Limit** : Maximum 45 years (as on the date of advertisement)
- c. Essential Qualification** : a) Master Degree in Sanskrit languages with at least 55% marks and commands over Bengali and English language  
b) Experience in cataloguing of manuscript under NMM/IGNCA/University/recognized institution  
c) Basic Computer Knowledge
- d. Desirable Qualification** : a) Degree/ Diploma/ Certificate of Manuscriptology & Palaeography from reputed university/institution.  
b) Expertise in reading Manuscripts, subjects covered etc. and online cataloguing.
- e. Duration** : 06 months (on purely temporary basis)
- f. Remuneration** : ₹ 40,000/- per month.
- g. Date of Walk-in-interview** : 25.03.2026

- 4. Name of the Position** : **Conservator**
- a. No of Position** : 1 (One)
- b. Age Limit** : Maximum 45 years (as on the date of advertisement)
- c. Essential Qualification** : a) Master Degree in Art Conservation/ Master degree in Fine Arts/ Master degree in chemistry/ one-year PG Diploma in Conservation with experience of handling of manuscripts.  
b) Training in the Conservation of manuscripts and art objects from a reputed institution of National level (NRLC, IGNCA, National Museum, INTACH, National Mission for Manuscripts, National Archive) with a period not less than six months along with two years' experience of conservation of manuscripts in a museum or any reputed institution.
- d. Desirable Qualification** : a) A Degree of Museology with conservation.  
b) Post Graduate Degree/Diploma/Certificate in Manuscriptology & Palaeography.
- e. Duration** : 06 months (on purely temporary basis)



- f. **Remuneration** : ₹ 40,000/- per month.  
g. **Date of Walk-in-interview** : 27.03.2026

Interested candidates are required to report on the respective dates for each post within 10.30 a.m. along with original and one set of photocopy of all testimonials, experience certificate (if any) and one recent passport size photograph.

No TA/DA will be admissible for attending the Interview.

Sd/-  
(Anant Sinha)  
Lieutenant Colonel  
Administrator  
The Asiatic Society, Kolkata