# Notice: 001/DHTRAC/13.08.2024

**Applications are invited for the appointment of full-time staff for various positions within a Major Project under the Endangered Archives Programme of the British Library, United Kingdom, at Ravenshaw University, Cuttack**

**1) Position – Project manager & coordinator**
Number of positions: One (01); Nature of appointment - Full time; Period – 18 months
Remuneration- 30,000 INR per month
Eligibility – MA in any discipline and Project handling expertise
Experience: Digitisation of archives, Collection care & management, Exhibition planning, Imaging Quality Assessment, advanced MS Office applications

**2) Position – Digital Imaging Technician**
Number of positions: Two (02; Nature of appointment - Full time
Period – 18 months (The initial appointment will be for 3 months to be extended on the basis of performance)
Remuneration- 15,000 INR per month
Eligibility - B.A. in any subject of the Humanities & Social Sciences
Experience: Photography, MS Office

**3) Position – Cataloguing and Metadata Technician**
Number of positions:  One (01); Nature of appointment - Full time
Period- 18 months (The initial appointment will be for 3 months to be extended on the basis of performance)
Remuneration- 15,000 INR per month
Eligibility- M.A. in any discipline of the Humanities & Social Sciences (Preferably Odia and English), past experience of working with public libraries or cataloguing projects, past experience in digitization projects and knowledge of MS Office

**4) Position – Data analysis and content developer**
Number of positions:  One (01); Nature of appointment - Full time
Period- 18 months (The initial appointment will be for 9 months to be extended on the basis of performance)
Remuneration- 20,000 INR per month
Eligibility- M.A. in any discipline of the Humanities & Social Sciences (Preferably Odia and English), past experience of working with public libraries or cataloguing projects, past experience in digitization projects and knowledge of MS Office

**5) Position – Training Intern**
Number of positions:  Two (02)
Period- 18 months (Their engagement will be for 3 months to be extended on the basis of performance)
Stipend: Negotiable based on experience and qualifications
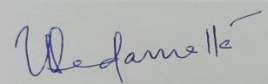
**Duration and Termination**
All hiring is for the duration of the project only. The Project Lead reserves the right to terminate the appointment at any time based on project needs and performance. Project staff must provide at least one month's notice if they wish to leave the project before its completion.

Applicants are requested to email their CVs to the following email id: eap1616@gmail.com
**LAST DATE OF SUBMISSION OF CV: August 20, 2024**

**Selection procedure:** Short-listed applicants will be informed by e-mail to be interviewed in person, at Centre for Translation and Digital Humanities, Department of English, CB-30/31, Ravenshaw University, Cuttack. The date and time of the interview will be notified in the email.
For further query, please mail to eap1616@gmail.com

**Dr. Urmishree Bedamatta**
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**Ravenshaw University**