Job Title: Archives Project Associate

Reports to: Director, Archives of Contemporary India

Location: Ashoka University Campus

> **Plot No.2, Rajiv Gandhi Education City,**
>
> **National Capital Region, P.O. Rai, Sonepat,**
>
> **Haryana-131029**

Experience (in years): 3 years

Nature of work: Full Time (Monday to Friday)

About Ashoka University:

10 years ago, we embarked on a journey to establish a world-class, multi-disciplinary, liberal arts and sciences university in India. Built on the finest global best practices of institution and university governance, Ashoka has truly transformed Indian higher education in India with its unique pedagogy, governance and best practices. Ashoka is today India's #1 liberal arts and sciences university that is home to the most diverse student body, a hub for impactful research and a magnet for best-in-class faculty and staff.

Ashoka has been ranked in the top five among private Universities in India by QS Asia and has also secured top rank among all Indian Universities in the 'International Faculty' indicator. The University was earlier awarded Diamond rating by QS I.GAUGE as a recognition of its continuous focus on academic rigour, inter-disciplinary pedagogy, world-class faculty, academic research, innovative modules of engagement with the community and teaching methods.
For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Be Mission-Driven**
- **Think Strategically**
- **Act Authentically**
- **Take Accountability**
- **Build Collaboration**
- **Deliver Excellence**

About Department/Centre: The Archives of Contemporary India was established in 2017 to collect and preserve primary source material for the study of modern and contemporary history of India with major thrust on polity, economy and society. The aim is to establish a leading centre for historical and social science research in the country.

Role and Responsibilities:

- Assist in acquiring private papers of individuals/institutions
- Management of collections
- Appraisal and evaluation of historical documents
- Sort, arrange and list documents/audio-visual material
- Prepare descriptive catalogues of collections
- Assist in digitization of documents/audio-visual material
- Prepare metadata of digitized collections
- Preservation and conservation of documents/photos/audios, etc.

Eligibility:

Education Qualification

- Essential qualification: Master's degree in Modern Indian History
- Desirable qualification: Diploma in Archives & Records Management (NAI)
- Minimum 3 years' experience of working in a research institution/archives or own research work
- Knowledge of the latest techniques of preservation of archival materials
- Basic knowledge of computer application (MS Office, MS Word, Power Point and Excel)

Competencies

- Result oriented outlook
- Persistence and diligence
- Team work
- Adaptability

Skill Sets

- Records management
- Exceptional research ability
- Computer management
- Efficient communication skills

Last Date for Application: 15 June 2023

Application Submission Process

Please submit an updated CV at connect.hr@ashoka.edu.in/ ashoka.archives@ashoka.edu.in with the subject line – <Job Name+Department Name_Applicant Name>.

Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.
Candidates applying after the due date will not be considered.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.