

VICTORIA MEMORIAL HALL, KOLKATA

Ministry of Culture, Govt. of India

1, Queen's Way, Kolkata – 700071

Advertisement No. 01/2023

Date 12.12.2023

Victoria Memorial Hall, Kolkata, an autonomous body under the administrative control of the Ministry of Culture, Government of India, invites applications for the following positions, as per details below:

Young Professionals – 09 nine Nos. (UR-6, OBC-2, SC-1)

Designation	Number of positions	Eligibility	Remuneration
Young Professionals In the field of Documentation/ Education / Conservation/ Restoration / Museum Guide	Total: 09 (Nine) 1. Documentation – 02 (two) nos. 2. Education – 01 (one) no.	Persons having Master's degree in relevant subject as hereunder: History/ History of Art/ Museum Studies/English from a recognised University. Familiarity with Computer MS Office, MS Word, Excel, Power point Presentation, Data Entry etc. Minimum of 2 years of work experience in any museum of repute/ institutions in the relevant field as hereunder: Digitization, cataloguing, documentation of objects, exhibition curation, research, participating in various initiatives, organizing advertisements, generating work orders and composing working notes. Desirable: i. Good working knowledge on Computer. ii. Strong Communication & Interpersonal skills. iii. Expertise in preparation of reports etc. Persons having Master's degree in relevant subject as hereunder: History/ History of Art/ Museum Studies /English from recognised	Fixed remuneration of Rs.35,000/- per month.

	<p>3.Conservation/Restoration– 01 (one) no. each.</p>	<p>University.</p> <p>Minimum of 2 years of work experience in any museum of repute/institutions in the relevant field as hereunder:</p> <p>Experience of planning & organising educational activities in museum. creating programme schedules, participating in various initiatives, organizing advertisements, generating work orders , composing working notes and promoting through media outlets like newspaper, radio, etc.</p> <p><u>Desirable :</u></p> <ul style="list-style-type: none"> i. Good working knowledge on Computer. ii. Strong Communication & Interpersonal skills. iii. Expertise in preparation of reports etc. <p>Persons having Master’s degree in relevant subject as hereunder:</p> <ul style="list-style-type: none"> a. Chemistry/ Conservation with chemistry in the degree level from a recognised University (<i>For conservation</i>). b. Fine Arts/Conservation from a recognised University (<i>For Restoration</i>) <p>Minimum of 2 years of work experience in any museum of repute/institutions in the relevant field as hereunder:</p> <p>Having knowledge of handling artefacts. Possessing technical expertise & skill in preservation of art objects & antiquity, <i>for both conservation & restoration.</i></p> <p><i>Desirable:</i></p>	
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	<p>4. Museum Guides – 04 (four) nos.</p>	<p>i. Good working knowledge on Computer.</p> <p>ii. Strong Communication & Interpersonal skills.</p> <p>iii. Expertise in preparation of reports etc.</p> <p>Persons having Master’s degree in relevant subject as hereunder:</p> <p>History/ History of Art/ Museum studies from a recognised University</p> <p>Minimum of 2 years of work experience in any museum of repute/ institutions in the relevant field as hereunder:</p> <p>Visitor services & guides. Offering guidance to school children, visitors and VIPs, and assisting in museum programme.</p> <p><i>Desirable :</i></p> <p>i. Good working knowledge on Computer.</p> <p>ii. Strong Communication & Interpersonal skills.</p> <p>iii. Expertise in preparation of reports etc.</p>	
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NOTE:

1. The engagement will be purely on contract basis and will not confer any right for regular appointment in Victoria Memorial Hall. The initial period of engagement will be for twelve (12) months, which can be extended up to a maximum period of one more year subject to functional requirements, appraisal of the performance and medical fitness of the individual.

However, Victoria Memorial Hall deserves the right to terminate the contract at any time, without giving any notice, in case the working performance of the Young Professionals is found to be unsatisfactory and/or for other administrative reasons.

2. The Young Professionals shall not be entitled to any other allowances such as DA, transport facility, residential accommodation, CGHS/Medical facility, medical reimbursement etc. apart from the above monthly remuneration.
3. The Young Professionals shall be entitled to avail 8 days of Paid Leave in a Calendar year.

4. The Young Professionals, based upon qualification & prior experience, will be assigned works in areas related to their field of past experience and any other work as may be required by the Authority for proper functioning of Victoria Memorial Hall.
5. The Young Professionals shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of Public Service / urgent work. They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.
6. The Young Professionals will have to sign a Confidentiality and Non-Disclosure Undertaking before commencement of assignment.
7. Maximum Age limit: **40 years as on last date of submission of the application.**
8. The application in the enclosed proforma furnishing complete curriculum vitae with detailed educational, professional qualifications and experience, along with self-attested copies of relevant testimonials/certificates and *name of the post superscripted on the envelope* should be sent by registered/speed post to “**The Secretary & Curator, Victoria Memorial Hall, 1 Queens Way, Kolkata- 700071**” latest by **27th December 2023**.
9. Applications received **after the last date i.e. 27th December 2023 will not be considered.**
10. The cancellation of this advertisement or any amendment at any point of time is at the sole discretion of the management of Victoria Memorial Hall, Kolkata.

APPLICATION FORMAT

Affix self-
attested
photo

Application Format for engagement of **Young Professional** at Victoria Memorial Hall, Kolkata

1. Name of the position applied for : _____
2. Name of the Candidate(in block capital) : _____
3. Father's name : _____
4. Date of birth : _____
5. Permanent Address : _____

6. Address for Communication : _____

7. Contact Number : _____
8. Email ID : _____

9. Academic Qualification (Attach photocopies of self-attested mark-sheets, certificates etc.):

Sl. No.	Name of examination	Name of Board / University	Subjects	Year of Passing	Marks obtained	Class / Division	Percentage of Marks	Remarks

10. Experience, if any: Starting from initial Appointment:

Sl. No.	Name of organization	Nature of job	From	To	Period of engagement	Reason for leaving

Please enclose photocopy of the self-attested certificates.

11. Caste (UR / OBC/SC/ST) :
12. Extra-curricular activities, if any :

13. Any other information :

I certify that the information as furnished above is true. I have read the terms and conditions of the assignment and these are acceptable to me. I also certify that no police case / disciplinary / vigilance proceeding is pending against me. I request you to kindly consider my candidature for the post.

Date:

Place:

(Signature of the Candidate)