

**Jamia's Premchand Archives and Literary Centre,  
Jamia Millia Islamia**

Vacancies for a Digitization Specialist and Metadata Creator for a two-year Digitization Project at Jamia's Premchand Archives & Literary Centre (JPALC).

- A. Post:** **Digitization Specialist**  
**Vacancy:** One  
**Duration:** Two years (One year renewable by another year)  
**Funding Agency:** British Library, United Kingdom  
**Project Title:** Marginal Histories: The Founding of Jamia Millia Islamia and India's Struggle for Independence

**Consolidated Salary:** Rs 40,000/ a month

**Essential Qualification:**

1. Good academic record with at least 55% marks (or equivalent grade) at Master's degree level or an equivalent qualification from an Indian or Foreign University/recognized institution in Still Photography/Film Production or Mass Communication with Photography as a core subject.
2. The candidate must be proficient in handling professional DSLR/mirror-less digital cameras with at least two years of hands-on work experience as still photographer.
3. The candidate must have basic knowledge about data transfer and storage of photographs in computers.

**Desirable qualifications:**

1. Experience with photo-editing software
2. A familiarity with archives and the handling of documents.
3. Fluency in English and Hindi

- B. Post:** **Metadata Creator**  
**Vacancy:** One  
**Duration:** Two years (One year renewable by another year)  
**Funding Agency:** British Library, United Kingdom  
**Project Title:** Marginal Histories: The Founding of Jamia Millia Islamia and Struggle for Independence  
**Consolidated Salary:** Rs 40,000/ a month

**Essential Qualifications:**

1. Good academic record with at least 55% marks (or equivalent grade) at Master's degree level or an equivalent qualification from an Indian or Foreign University / recognized institution in History or English Literature.
2. Familiarity and proficiency in using Excel Sheets
3. Fluent in speaking and writing English

**Desirable:**

Familiarity with research in archives and the handling of fragile documents

Applications with updated CV and details of work experience should be addressed to the **Director, Jamia's Premchand Archives and Literary Centre, Jamia Millia Islamia, New Delhi, 110025** and submitted through e-mail at [jpalc@jmi.ac.in](mailto:jpalc@jmi.ac.in). latest by **8.00 p.m.** on **Tuesday, October 8, 2024.**

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