



भारतीय विरासत संस्थान

(पूर्ववर्ती राष्ट्रीय संग्रहालय संस्थान)

(विश्वविद्यालयवत्, संस्कृति मंत्रालय, भारत सरकार)

ए-19, इंस्टिट्यूशनल एरिया, सेक्टर 62, नोएडा, उत्तर प्रदेश – 201309

INDIAN INSTITUTE OF HERITAGE

(formerly National Museum Institute)

(Deemed to be University, Ministry of Culture, Government of India)

A-19, Institutional Area, Sector 62, NOIDA, Uttar Pradesh – 201 309

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वेबसाइट /Website – nmi.gov.in

F. No. 2(26)/2023-IIH

15th July, 2026

Vacancy Announcement: Academic Coordinator (Contractual)

Department of Art Conservation, Indian Institute of Heritage (IIH), invites applications for the position of Academic Coordinator (Contractual).

1. Position Details

The role is for an initial period of three years, extendable based on performance and departmental needs. Key responsibilities include coordinating academic programmes and course schedules, organizing workshops, seminars, and guest lectures; managing student admissions, internships placements; maintaining records, generating progress reports; supporting students, facilitating departmental meetings.

2. Essential Qualifications

- Candidates must hold a graduate degree with at least 55% marks from a recognized university.
- A minimum three years' of experience in academic administration and coordination at a college or university.
- Advanced proficiency in Microsoft Office Suite (advanced Word & Excel including macros and complex formulas, PowerPoint, and Google Workspace for Education (Classroom, Sheets, Slides etc.) is essential.
- Excellent communication and writing skills in Hindi and English.

3. Desirable Criteria

- Postgraduate diploma/degree in computer applications or management from a recognized university.
- Training/certification in office administration/management
- Experience in working with UGC regulations.

4. Remuneration

Consolidated monthly salary of Rs. 40,000. No additional allowances admissible.

5. How to Apply

Candidate should submit a cover letter, detailed CV and testimonials/certificates, as a single pdf file to Head, Department of Art Conservation, IIH via email at conservation.nmi@gov.in

by July 31, 2026 upto 05:00 p.m. Only shortlisted candidates will be called for a computer proficiency test and personal interview. IIH reserves the right to cancel or modify the selection process. Candidates should clearly mention the project they are applying for.

Note: It is amply clarified that above engagement will be purely casual/contractual initially for a period of 3 years. Any further extension is subject to approval of the competent authority. The engagement can be terminated on one month's notice from either side. Under no circumstances will the Academic Coordinator be considered as the Institute's employee or may claim for regularization in future as the contractual arrangements are meant for only short-term engagements.

REGISTRAR I/C