

Advertisement No. 2026/11

Applications are invited for the following **project-based positions** under an archival initiative at TIFR, Mumbai, supported by a grant from the Sir Dorabji Tata Trust.

Sr. No.	Name of the post	No. of Positions	Age Maximum Years	Consolidated Pay (Including HRA)
1	Project Research Assistant	1	32	45,000/-
2	Project Research Associate	1	35	55,000/-
3	Project Consultant – Accounts	1	62	30,000/-

1 PROJECT RESEARCH ASSISTANT – ONE POST

Essential Qualification:

- Bachelor's degree in any discipline.

Desirable:

- Experience in archives, museums, or cultural institutions
- Familiarity with archival cataloguing and documentation
- Exposure to digitisation and database management
- Experience in oral history documentation

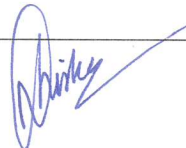
Key Responsibilities:

- Cataloguing, documentation, and digitisation of archival materials
- Assisting in oral history projects (transcription and editing)
- Supporting collection management
- Assisting in research for exhibitions, publications, and institutional projects
- Supporting archival exhibitions and interpretive material preparation
- Facilitating access to archival resources
- Providing administrative and project support

Skills:

- Strong research and analytical ability
- Good written and verbal communication
- Attention to detail and organisational skills
- Ability to work independently and in a team

Mode of Recruitment: Personal Interview.



2 PROJECT RESEARCH ASSOCIATE – ONE POST

Essential Qualification:

- Bachelor's degree in any discipline of Science, Archival Studies, Library & Information Science, Museum Studies, or a related field.

Desirable Experience:

- 1–2 years' experience in archives, museums, libraries, or cultural institutions
- Experience with archival documentation and cataloguing standards
- Familiarity with digital archives, databases, and metadata frameworks
- Knowledge of digitisation workflows and digital preservation practices

Technical Skills:

- Database and digital documentation systems
- Archival software / content management systems
- Digitisation tools and file management

Core Competencies:

- Research, analytical, and writing skills
- Organisation and project management
- Attention to detail
- Communication and teamwork

Mode of Recruitment: Personal Interview.

3 PROJECT CONSULTANT – ACCOUNTS – ONE POST

Essential Qualification:

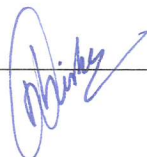
- Graduate from a recognised University/Institute with an aggregate of 50% marks
- Retired employee from Government / Semi-Government / Autonomous Body / PSU with relevant experience in Accounts/Finance
- Proficiency in word processing, database management, and accounting procedures
- Working knowledge of computers and accounting applications, supported by relevant certification

Desirable:

- Experience in project/grant accounting and reporting
- Familiarity with audit and compliance processes

Responsibilities:

- Manage project-related financial work as per applicable norms
- Maintain accounts, expenditure records, and budget tracking
- Process payments, invoices, and reimbursements
- Prepare financial statements and utilisation certificates
- Coordinate with Accounts Section for audit and compliance



Skills:

- Knowledge of accounting procedures
- Attention to detail
- Coordination skills
- Basic computer proficiency (Excel, accounting systems)

Mode of Recruitment: Personal Interview.

General Information:

1. All positions are based at TIFR, Mumbai.
2. The post at Sr. 1 & 2 will be full-time and post at Sr. No. 3 will be part-time.
3. The above appointments will be purely temporary and non-pensionable and may be renewed each year up to a total period of three years, based on performance. The candidate will not have any claim for any permanent or temporary appointment in the Institute either during or after the project period.
4. Interested candidates should ensure that they meet the eligibility criteria before applying.
5. The project team reserves the right to modify or cancel the recruitment process without prior notice.

Application Procedure:

Interested candidates should submit their applications via email to tifrarchives@tifr.res.in or tifr.archives@gmail.com.

The application should include:

- Updated CV
- Cover letter
- Copies of relevant certificates (educational qualifications and experience)

The subject line of the email should clearly mention:

“Application for the post of [Post Name] – TIFR Archives Project”

Only shortlisted candidates will be contacted for the selection process.

Last date for receipt of applications: June 05, 2026.

Applications received after the last date will not be considered.

