



**Swami Vivekanand International Centre of Excellence for Manuscriptology
(SVICEM.CU)**

Department of Sanskrit

University of Calcutta

॥ सरस्वती श्रुतिमहतां महीयताम् ॥

Sarasvatī śrutimahatāṃ mahīyatām. 35. VII, Śā.

Let the Great Sarasvati Shruti (scholarly pursuits) be adored.

Vacancy Notification

SVICEM.CU as an Independent Centre under Gyan Bharatam, Ministry of Culture, Government of India is going to organize Interview to select candidates for the below mentioned posts (06 months on purely temporary basis). Details are enclosed. Remuneration will be paid as per Gyan Bharatam rules and guidelines. Interview date will be intimated to shortlisted candidates. Applicant may apply with their updated CV and supporting credentials and submit their applications to the office of Dept. of Sanskrit by 08th Oct 2026.

By order/-
Registrar

30th September 2026

Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Centre Coordinator	1	Postgraduate degree in Manuscriptology / Sanskrit / Indology / Library & Information Science / Archival Studies / Conservation Science or allied disciplines from a recognized university. Minimum 10 years of professional experience in: - Manuscript cataloguing and documentation - Curation and collection management - Editing and transcription Knowledge of ancient Indian scripts Proven ability to lead a team, and possessing adequate computer proficiency for documentation, reporting, and data management Desirable: a) Demonstrated experience in handling ancient and rare manuscripts b) Exposure to national or institutional manuscript missions/projects is preferred.	- To ensure and academic verification of the authenticity of data pertaining to all 5 verticals of Gyan Bharatam - Effective coordination with the concerned department and Nodal Officer at State/UT and district level for implementation of Gyan Bharatam. - To ensure coordination with staff of all verticals at the centre and good team management. - Preparation of weekly and monthly progress report of works done by the Centre and forwarding it to Gyan Bharatam - Monitoring of proper fund utilisation by the Centre, forwarding financial progress and timely UC to Gyan Bharatam. - Coordinate closely with Gyan Bharatam to achieve the targets set out for the centre. - To act as focal point for all sorts of coordination with Gyan Bharatam. Note: Monitoring of functions and discharge of entrusted responsibilities of Centre Coordinator will be done by Gyan Bharatam

VERTICAL I: SURVEY & CATALOGUING			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Survey & Cataloguing Expert	1	Master's degree in Sanskrit/Pali/Prakrit/ Linguistics/ Manuscriptology OR Master's degree in History/ Archaeology/Library & Information Science with Diploma/PG Diploma in Manuscriptology or Conservation AND Minimum 5 years' experience in manuscript survey, cataloguing, manuscript preservation, transcription Knowledge of regional scripts & languages preferred	- Provide overall leadership and supervision of survey operations within the assigned jurisdiction. - Serve as the primary liaison between Gyan Bharatam authorities, survey teams, and partner Institutions. - Ensure all metadata entries are accurate and conform to GB-approved standards. - Review and validate the quality of images, geo-tags, and completeness of survey data. - Ensure comprehensive geo-tagging of all manuscripts and repositories surveyed. - Monitor progress and maintain updates on the Centralized GB Dashboard. - Maintain a dedicated channel for reporting operational challenges or emergencies. - Submit regular weekly and monthly progress reports to Gyan Bharatam.

VERTICAL II: CONSERVATION			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Conservation Expert	1	Master's Degree In Science (with Chemistry as a Subject at Graduation Level) OR Master's Degree in Fine Arts/Visual Arts, OR Master's Degree In Art Conservation/History/Archaeology/Museology/or equivalent subject AND Minimum 5 years' experience In manuscript preservation & conservation, Proven ability to lead a team, and computer skills, Adequate computer proficiency for documentation, reporting, and data management, Formal training In Conservation of Manuscripts and Art objects from a reputed National-level institution, such as: National Research Laboratory for Conservation of Cultural Property (NRLC) <i>Note: The duration of training period must be not less than six (06) months</i>	• Conduct surveys and assessments of Partner Centres to evaluate infrastructure, collections, and preparedness. • Identify and prioritize manuscripts requiring conservation and digitization, in alignment with GB protocols. • Coordinate closely with conservation teams of the Cluster Centre and Partner Centres to ensure timely and standardized execution of approved activities. Compile and submit weekly and monthly progress reports to the Cluster Coordinator, detailing assessments, conservation status, digitization readiness, and operational challenges.

VERTICAL II: TECHNOLOGY & DIGITIZATION			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Technical Expert (Technology & Digitization)	1	Graduate Degree In Computer Science or MCA OR P.G. Diploma in Computer Science Minimum 2 years' experience in manuscript handling, digital imaging, metadata & data management <i>Note: Knowledge of scripts will be an added advantage</i>	• submission of periodic status reports to Gyan Bharatam • ensuring compliance with GB digitization standards • supervising safe manuscript handling • coordinating troubleshooting with Centre Supervisor • ensuring digitization at minimum 400 DPI (true optical resolution) using face-up scanning technology • digitization of workflow • manuscript preparation and handling • high-resolution image capture • metadata creation and validation • conducting first-level quality checks before submission as per checklist which would include: ➤ faithful image reproduction ➤ correct file naming and formats ➤ proper bit depth and resolution (i.e. file properties, and details) ➤ clean edges, contrast, and legibility ➤ no skewing, distortion, or artifacts ➤ correct page order, rotation, and margins ➤ no broken or truncated figures, including illustrations, maps, or diagrams ➤ absence of moiré patterns (wavy lines or swirls caused by repetitive patterns) ➤ no pixilation, with individual pixels not visible to the naked eye ➤ balanced exposure, ensuring images are neither overexposed nor underexposed ➤ no loss of detail in highlights or shadows ➤ complete, accurate, and validated metadata for each manuscript ➤ ensure digital images as per the technical standards of GB, MoC. • submission to Gyan Bharatam for final verification • archival storage and NDR integration

VERTICAL IV: LINGUISTICS & TRANSLATION

Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Script and Language Expert	1	Master's Degree In Sanskrit/ Pall/ Prakrit/ History/ Urdu/Persian or In any one of the languages mentioned In Eighth Schedule of Constitution Possessing expertise In In any one Language and Script viz. Brahmi, Sarda, Grantha, Bengali, Odia, Telugu, Tamil etc. AND At least 5 years of experience in script reading, decoding and translation, editing Capable for editorial and documentation Support	• Planning, supervision, quality assurance, and reporting • To provide academic leadership for linguistic and translation activities • Liaison with Gyan Bharatam Script and Language Expert Committees • Ensuring adherence to approved linguistic methodologies and timelines • Validating accuracy, consistency, and authenticity of translations, OCR and HTR • Coordinating peer review and language validation processes • Submission of periodic and final reports to GB