**JOB CODE:127 TITLE: Intern (Conservation) LAST DATE: 10/09/2023**

Total No. of Post : 2

Stipend : 12,000per month (consolidated)

Type : On contract

Age : Less than 30 years

**Job Description:**

* Maintaining an updated filing and retrieval system for all records and communications.
* Monitoring collections, environmental parameters, reporting observations and preparation of reports.
* Documentation and assisting conservators as per their requirements.
* Be responsible for maintaining your work area in a neat and in orderly fashion.
* Any other Conservation and Museum related duties that may be assigned to you from time to time by senior officers of CSMVS.

**Essential Qualification & Experience:**

* Minimum qualification- Graduate in Arts/Science, PG Diploma in Museology/ Archiving.

**APPLICATION PROCEDURE**

Interested candidates may send only CV on or before September 10, 2023 to The Assistant Director (Admin) on the above-mentioned address. Kindly superscribe the envelope with the post applied for (Job Code 127 Intern (Conservation) OR email your CV mentioning (Job Code 127 Intern (Conservation) in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)

The decision of the Board of Trustees in the matter shall be final and they shall not be obliged to give any reasons for the same.