**JOB CODE: 137 LAST DATE: 24/01/2024**

**TITLE: Documentation Filing Assistant**

Total No. of Posts : 01

Remuneration : Rs. 20,000 - 25,000 per month (consolidated)

Type : On contract – Full Time

Job Description:

* Storage of archival records in archival storage material
* Maintenance of archival and digitised records
* Any other work as may be requested by theDirector

Essential Qualification:

* Any Graduate from a recognised university.Post Graduate Diploma in Archival Studies from a recognised university will be preferred
* Knowledge of MS Office.
* Should have good written and communication skills in English, Hindi or Marathi

Desirable Qualification:

* Minimum 3 years experience in Museum or Archives
* Basic knowledge of Adobe software
* Enthusiastic, self –starter, ability to work with deadlines

**APPLICATION PROCEDURE**

Interested candidates may send CV with photograph on or before January 24, 2024 to The Assistant Director (Admin) on the above-mentioned address. Superscribe the envelope with “Job Code 137 - Documentation Filing Assistant” **OR** email your CV mentioning “Job Code 137 - Documentation Filing Assistant” in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)