**JOB CODE:139 LAST DATE: 24/01/2024**

**TITLE: Transcription Associate**

Total No. of Posts : 01

Remuneration : 12,000-15,000 per month (consolidated)

Type : On contract – Full Time

Job Description:

* Transcribe oral history interviews
* Any other work as may be requested by the Director.

Essential Qualification:

* Any Graduate from recognised university
* Knowledge of MS Office
* Should have good written and communication skills in English, Hindi or Marathi

Desirable Qualification:

* Candidates with an experience in transcribing will be preferred
* 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 139 – Transcription Associate” **OR** email your CV mentioning “Job Code 139 – Transcription Associate” in the Subject line on [recruitmentcsmvs@gmail.com](mailto:recruitmentcsmvs@gmail.com)