**JOB CODE:143** TITLE: Intern (Conservation) **LAST DATE: 28/01/2024**

Total No. of Post : 4

Stipend : 12,000 per 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 CV with photograph on or before January 28, 2024 to The Assistant Director (Admin) on the above-mentioned address. Superscribe the envelope with “Job Code 143 – Intern (Conservation)” **OR** email your CV mentioning “Job Code 143 – Intern (Conservation)” in the Subject line on 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.