



**VISVA BHARATI  
SANTINIKETAN  
KALA BHAVANA**

**Post 1: Applications are invited for the post of Documentation and Archival Officer (engagement on purely temporary basis) for Benode Behari Mukherjee Archives and Research Centre under Kala Bhavana (Department of History of Art):**

**Essential Qualifications:-**

1. Post-graduation in Fine Arts with minimum 55% marks.
2. Knowledge of computer and software used for digital image creation, processing, storage and retrieval.

**Desirable Qualifications:-**

1. Post-graduation in History of Art with minimum 55% marks.
2. Ability to classify and document art images, and produce descriptive catalogue of the holdings of the archives, and linguistic ability to do so.
3. Six months experience in archival research and documentation.

**Documents to be submitted:-**

Self-attested photocopies of all mark-sheets/certificates starting with Class X (Board Exam) to the highest qualification and also documents showing experience are to be submitted by the applicant along with the application.

**Age:** - Below 40 years

**Remuneration:-** Consolidated remuneration of Rs. 50,000/- per month.

**Terms and conditions of this engagement:**

1. This engagement is for a tenured project of five years – the engagement shall be initially for tenure of eleven months, renewable for further tenure at the discretion of the Benode Behari Mukherjee Archives and Research Centre.
2. The engagement shall be treated as a purely temporary engagement under the Benode Behari Mukherjee Archives and Research Centre of Kala Bhavana. No claim shall be entertained for any appointment in the University permanent or otherwise on the basis of this engagement. The engagement may be terminated with a month's notice by the Benode Behari Mukherjee Archives and Research Centre or with a three months' notice by the incumbent.

**Job Description:-**

1. Shall be responsible for developing and maintaining the Centre's documentation systems, and looking after its day to day activities

*Soumitra Nandy Majumdar*

2. Shall execute documentation and research projects approved by the advisory body and categorize and organize the documented materials art historically, and coordinate outreach programmes.
3. Will be responsible for maintaining the records and accounts of the Archives and Research Centre
4. Will be responsible to respond to the needs of visiting scholars and research scholars using the archives.
5. Shall respond to the needs of the scholars on residency at the Benode Behari Mukherjee Archives and Research Centre.
6. The work would include travelling for documentation and research projects undertaken by the Centre.

**Post 2: Applications are invited for the post of Photo Officer (engagement on purely temporary basis) for Benode Behari Mukherjee Archives and Research Centre under Kala Bhavana (Department of History of Art):**

**Essential Qualifications:-**

1. Degree or its equivalent in photography from a recognized Institute/University, with proven evidence/experience in documentational photography.
2. Knowledge of photography under different conditions and of video and audio recording and editing.
3. Knowledge of computer and software used for digital image creation, processing, storage and retrieval.

**Documents to be submitted:-**

Self-attested photocopies of all mark-sheets/certificates starting with Class X (Board Exam) to the highest qualification and also documents showing experience are to be submitted by the applicant along with the application.

**Age:** - Below 40 years

**Remuneration:** - Consolidated pay of Rs. 40,000/- per month.

**Terms and conditions of this engagement:**

1. This engagement is for a tenured project of five years – the engagement shall be initially for tenure of eleven months, renewable for further tenure at the discretion of the Benode Behari Mukherjee Archives and Research Centre.
2. The engagement shall be treated as a purely temporary engagement. No claim shall be entertained for any appointment in the University on the basis of this engagement. The engagement may be terminated with a month's notice by the Benode Behari Mukherjee Archives and Research Centre or with a three months' notice by the incumbent

**Job Description:-**

1. Shall be responsible for the photographing and scanning of documents at the Benodebehari Archive and Research Centre.
2. Shall be responsible for the creation of digital and mounted images and their maintenance.
3. Shall maintain the records of photographic work undertaken by the Centre and their issue for the use of scholars and researchers.
4. The work would include travelling for documentation and research projects undertaken by the Centre.

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**Post 3: Applications are invited for the post of M.T.S. (Multi Tasking Staff) (engagement on purely temporary basis) for Benode Behari Mukherjee Archives and Research Centre under Kala Bhavana (Department of History of Art):**

**Essential Qualifications:-** Minimum Class 10 pass.

**Documents to be submitted:-**

Self-attested photocopy of Class X (Board Exam) certificate is to be submitted by the applicant along with the application.

**Age:** - Below 40 years

**Remuneration:** - Consolidated pay of Rs. 10,000/- per month.

**Terms and conditions of this engagement:**

1. This engagement is for a tenured project of five years – the engagement shall be initially for tenure of eleven months, renewable for further tenure at the discretion of the Benode Behari Mukherjee Archives and Research Centre.
2. The engagement shall be treated as a purely temporary engagement. No claim shall be entertained for any appointment in the University on the basis of this engagement. The engagement may be terminated with a month's notice by the Benode Behari Mukherjee Archives and Research Centre or with a three months' notice by the incumbent.

**Job Description:-**

1. Keep the premises of the archive and research centre clean.
2. Help the staff members of the centre in office/filing/record-maintenance.
3. Attend to help in all functions of the centre.

**General Conditions :-**

01. Candidates must fulfil essential qualification / experience on the last date of application. All educational qualifications must have been obtained from recognized University/ Institute only. Essential qualification / experience prescribed are the minimum and mere possession of them will not entitle an application for an interview.
02. Age relaxation may be given as per Govt. of India rules.
03. Candidates belonging to reserved categories will be eligible for relaxation in percentage of marks as per rules / order applicable.
04. Candidates called for interview / interaction shall not be paid any TA/DA
05. Application incomplete in any respect will be rejected without any reference.
06. Candidates are requested to send their application with relevant documents within 15 days from the date of publication of the advertisement. Applications should reach the following address or email, as the case may be, in hard copy or soft copy, within the stipulated time period. Please write the Advertisement No. and the name of the Post applied for, on the envelope.

*Soumik Nandy Majumdar*

**Postal Address:**

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10/06/2022  
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