VRINDAVAN RESEARCH INSTITUTE

Financed by Department of Culture Govt. of U.P. & Govt. of India
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Gyan Bharatam, Government of India has launched an initiative for establishing National Digital Repository and has designated the Vrindavan Research Institute as the Cluster Center for five years. The work under National Digital Repository will be done under four vertical, namely, Survey & Cataloguing, Conservation, Script and Language and Technology & Digitization. Accordingly applications are invited for the following positions purely on temporary basis for one (01) year (extendable year by year up to 05 year)

Details of Job Description & Eligibility Conditions

Name of the Position	No. of Post	Educational Qualification	Role & Responsibilities
Survey & Cataloguing Expert **(Remuneration) Rs. 40,000/- Per Month**	01	Master's degree in Sanskrit/Pali/Prakrit/Linguistics/Manuscriptology **OR** Master's degree in History/Archaeology/Library & Information Science with Diploma/PG Diploma in Manuscriptology or Conservation **AND** Minimum 5 Year's experience in manuscript survey, cataloguing, manuscript, preservation, transcription Knowledge of regional scripts & languages preferred	• Provide overall leadership and supervision of survey operations within the assigned jurisdiction. • Serve as the primary liaison between Gyan Bharatam authorities, survey teams, and partner institutions. • Ensure all metadata entries are accurate and conform to GB-approved standards. • Review and validate the quality of images, geotags, and completeness of survey data. • Ensure comprehensive geo-tagging of all manuscripts and repositories surveyed. • Monitor progress and maintain updates on the Centralized GB Dashboard. • Maintain a dedicated channel for reporting operational challenges or emergencies. • Submit regular weekly and monthly progress reports to Gyan Bharatam.

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Conservation Expert **(Remuneration)** **Rs. 40,000/-** **Per Month**	01	Master's Degree in Science (with Chemistry as a Subject at Graduation Level) **OR** Master's Degree in Fine Arts/Visual Arts, **OR** Master's Degree in Art Conservation/History/ Archaeology/Museology/or equivalent subject **AND** Minimum 5 years' experience in manuscript preservation & conservation Proven ability to lead a team, and computer skills, Adequate computer proficiency for documentation, reporting, and data management, Formal training in conservation of Manuscripts and Art objects from a reputed National-level institution, such as National Research Laboratory for Conservation of Cultural Property (NRLC) **Note :** The duration of training period must be not less than six (06) months	• Conduct surveys and assessments of Partner Centers to evaluate infrastructure, collections, and preparedeness. • indentify and prioritize manuscripts requiring conservation and digitization, in alignment with **GB** protocols. • Coordinate closely with conservation teams of the Cluster Centre and Partner Centers to ensure timely and standardized execution of approved activities. Compile and submit weekly and monthly progress reports to the Cluster Coordinator, detailing assessments, conservation status, digitization status, digitization readiness, and operational challenges.
Technical Expert (Technology & Digitization) **(Remuneration)** **Rs.40,000/-** **Per Month**	01	Graduate Degress in Computer Science or MCA **OR** P.G. Diploma in Computer Science Minimum 2 years experience in manuscript handling, digital imaging, metadata & data management **Note:** Knowledge of scripts will be an added advantage	• submission of periodic status reports to Gyan Bharatam • Ensuring compliance with **GB** digitization standards. • Supervising safe manuscript handling. • Coordinating troubleshooting with Centre Supervisor. • ensuring digitization at minimum 400 DPI (true optical resolution) using face-up scanning technology. • Digitization of workflow. • Manuscript preparation and handling. • High resolution image capture.

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			• Metadata creation and validation. • Conducting first-level quality checks before submission as per checklist which would include: • faithful image reproduction. • correct file naming and formats. • proper bit depth and resolution (ie. file properties, and details) • clean edges, contrast, and legibility • no skewing, distortion, or artifacts • correct page order, rotation, and margins • no broken or truncated figures, Including illustrations, maps, or diagrams • absence of moiré patterns (wavy lines or swirls caused by repetitive patterns) • no pixilation, with individual pixels not visible to the naked eye • balanced exposure, ensuring images are neither overexposed nor underexposed • no loss of detail in highlights or shadows • complete, accurate, and validated metadata for each manuscript • ensure digital images as per the technical standards of GB, MoC. • submission to Gyan Bharatam for final verification • archival storage and NDR integration.

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Scripts Language Expert **(Remuneration) Rs.40000/- Per Month**	01	Master's Degree in Sanskrit/Pali/Prakrit/History/Urdu/Persian or in any one or the languages mentioned in Eighth Schedule of Constitution. Possessing expertise in any on Language and Script viz. Brahmi, Sarda, Grantha, Bengali, Odiya, Telugu, Tamil etc. **And** At least 5 years of experience in script reading, decoding and translation, editing. Capable for editorial and documentation Support	• Planning, supervision, quality assurance, and reporting • To provide academic leadership for linguistic and translation activities • Liaison with Gyan Bharatam Script and Language Expert Committees • Ensuring adherence to approved linguistic methodologies and timelines • Validating accuracy, consistency, and authenticity of translations, OCR and HTR • Coordinating peer review and language validation processes • Submission of periodic and final reports to **GB**

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