

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)
AZAD BHAVAN IB 166, Sector – III, SALT LAKE, KOLKATA 700 106

Notice no. MAKAIAS/ Consultant/2014

Dated: 22.04.2014

Applications are invited for the following positions:

- Job Titles:**
1. Research Project Co-ordinator (One position)
 2. Research Project Assistant (One position)
 3. Curator for Azad Museum, 5, Asraf Mistri Lane, Kolkata (One position)
 4. Consultant – Publication & PR (One position)
 5. Consultant – Establishment (One position)

Application deadline 9th May' 2014

For details of job description, eligibility criteria, etc. please visit the MAKAIAS website www.makaias.gov.in.

Director
MAKAIAS

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)

AZAD BHAVAN IB 166 SALT LAKE, KOLKATA 700 106
5, ASHRAF MISTRI LANE, (LOVELOCK STREET – OPP. BALLYGUNGE MILITARY CAMP)
KOLKATA - 700 019

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Notice no. MAKAIAS/ Consultant/2014

Dated: 22.04.2014

Notice inviting the interest to fill up the following positions at Maulana Abul Kalam Azad
Institute of Asian Studies (MAKAIAS), Salt Lake , Kolkata

MAKAIAS seeks to employ a varied and diverse range of dynamic people who understand the mission and vision of MAKAIAS an institution with a deep history of academic, research, professional and personal development. Applications are invited from the interested candidates with requisite qualification and experience for the following temporary positions for one year.

- Job Titles:
1. Research Project Co-ordinator (One position)
 2. Research Project Assistant (One position)
 3. Curator for Azad Museum, 5,Asraf Mistri Lane, Kolkata (One position)
 4. Consultant – Publication & PR (One position)
 5. Consultant – Establishment (One position)

All positions are temporary for one year but may be terminated on one month's notice from other side. No request for permanent absorption will be considered.

The remuneration mentioned against the position is consolidated (taxable). Other terms and conditions as per rule of the Institute.

Application with a CV enclosing the photocopy of the testimonials (self attested) should reach to the following address by **9th May' 2014 within 4PM** in sealed envelope superscripting the name of the position.

The Director,
Maulana Abul Kalam Azad Institute of Asian Studies,
AZAD BHAVAN IB 166, Sector – III, SALT LAKE, KOLKATA 700 106.

The applications will be examined by the nominated Screening Committee of the Institute and the selection will be made through an interview process. The candidates selected for interview will be informed the date of interview over telephone followed by SMS & post.

The director reserves the right to accept or reject any of the applications or the whole selection process without showing reason to anybody. No request either in written or telephone will be accepted. The decision of the Selection Committee will be final.

Director
MAKAIAS

Job Titles: 1. Research Project Co-ordinator (One position)

This is a full time position (40 hrs / week) (Monday to Friday from 10.00AM to 6.30PM)

Monthly remuneration: Rs.30, 000.00 (Rupees thirty thousand only) Consolidated (Taxable).

Approximate Start date: 01.06.14

Approximate End date: 31.05.15

The Research Project Co-ordinator will assist the Director/MAKAIAS in day to day operations of cultural, social behavioural, economic and political research study in Asia in the field of secularism and universal brotherhood and the life of Maulana Abul Kalam Azad involving multidisciplinary teams of research fellows, sponsors and other external project stakeholders including the research projects jointly organized by the Institute and North East India Universities.

Job Description:

- The Research Project Co-ordinator assigns to report the Director the progress of the research works and reviews ensuring that all processes, protocols and procedures are up to date.
- This position will develop, implement and administers budgets, grant and administrative procedures.
- The position will maintain a database for monitoring progress and financial performance of the research projects and the shortcomings will be reported to the Director.
- The position will maintain files research projectwise, performance report for performance audit and correspond with the researchers and examine the documents and bills for expenditure submitted by them for necessary accountal.
- To handle independently and prepare the budget documents of the Institute
- To prepare the replies to Audit
- To check the budget proposal of the project as instructed by the Director.
- This position will handle the public relation and media matters as per direction of the Director.
- This position will carry the jobs as ordered by the Director time to time.
- Interpersonal communication skills alongwith strong writing skills are necessary.

Minimum Experience & Skills:

- A good Master's degree in Social Science, History or International relations plus three years experience in research study work or related experience.
- Supervisory or project management experience of similar nature in Government or Semi- Government or Autonomous Bodies
- MS Office(Word, Excel, Power Point and Out Look)
- Data Analysis and Software Experience

Age: Below 62 years.

Director/MAKAIAS

Job Titles: 2.**Research Project Assistant (One Position)**

This is a full time position (40 hrs / week) (Monday to Friday from 10.00AM to 6.30PM)

Monthly remuneration: Rs.25, 000.00 (Rupees twenty five thousand only) Consolidated (taxable).

Approximate Start date: 01.06.14

Approximate End date: 31.05.15

The position will assist the Director for implementation of financial policy and administrative procedure for the office and project works. The position will also prepare the replies to the MOC, handle the budget and Audit matters relating to internal audit and CAG for the Institute.

Job Description:

- To compose ministerial, administrative and formal correspondences and drafts.
- To prepare the agendas of the meetings for EC & FC and minutes of the meetings.
- To monitor the status of agreements and contracts with CPWD, reporting variations or discrepancies to the Director and suggesting next course of action.
- To handle all the jobs related to the projects of North East India.
- Any other matter as per instruction of the Director.

Minimum experience and skills

- Bachelor degree from any University.
- Working experience in Government, Semi-Government or Autonomous body at least at Senior Supervisory level handling with Finance and Administration. Experience in preparation of Budget & Audit matters
- Dealing with CCS Rules, Medical Rules and Financial Rules applicable to the Central Government Departments and Autonomous bodies.
- SAS or ICWA qualified and knowledge of Tally software will be preferred.
- Retired Government Servants with requisite qualification may also apply.

Age: Below 62 years

Director/MAKAIAS

Job Titles: 3.

Curator for Azad Museum (One Position)

This is a full time position (40 hrs / week) (Monday to Friday from 10.00AM to 6.30PM)

Monthly remuneration: Rs.30, 000.00 (Rupees thirty thousand only) Consolidated (Taxable).

Approximate Start date: 01.06.14

Approximate End date: 31.05.15

The position will be responsible for preservation and display of objects relating to Maulana Azad in appropriate manner, maintenance of photographs with caption and Maulana Azad memorabilia including the highest National Award – the Bharat Ratna available in the Museum. Maintenance of LCD TV which shows film footage on Maulana Azad. Acquisition of more memorabilia, documents, and works of Maulana Azad which may be lying with his family members or available with other people related to Maulana Azad.

Job Description:

- Responsibility for collection of artefacts or works of Maulana Abul Kalam Azad.
- Cataloguing acquisitions and up keeping of records.
- Displaying objects or collections in way that makes them accessible and engaging to the general public. Identifying artefacts related to Maulana Azad.
- Writing materials and articles for the website.
- Planning, organising, interpreting and presenting exhibitions and lectures.
- Collection of documents and management. Cataloguing exhibition items
- Collaboration with other museum and are aware of current ethical practices and laws that may impact the organisations collection.
- Handling enquiries from researchers and the public.
- Dealing with and understanding computer generated imagery and website software as part of enhancing visitors experience and interaction.
- Budget planning, forecasting and reporting
- Liasoning with local bodies and local administration to secure the future of the museum.
- Networking with other museums and art galleries professionals and outside Agencies.
- Keeping the items preserved in top condition.
- Researching, compiling and preparing written information about catalogues and publishing it on the institutions website. Ability to prepare project report for improvement of the Museum.
- Technical ability in digital media and computer skills plus knowledge of copyright law is necessary.

Minimum experience and Skills:

- Masters/Bachelor in History, Art History or Museum Studies with back ground skills in public relations. Five years working experience in any museum or art gallery.
- Publication of writings in scholarly journals and knowledge in one or two foreign language would be additional criteria for preference.

Age: Below 62 years.

Director/MAKAIAS

Job Title: 4. Consultant – Publication & PR (One position)

This is a full time position (40 hrs / week) (Monday to Friday from 10.00AM to 6.30PM)

Monthly remuneration: Rs.30, 000.00 (Rupees thirty thousand only) Consolidated (taxable).

Approximate Start date: 01.06.14

Approximate End date: 31.05.15

The position will be responsible for handling the complete publication process from the stage of submission of final project report till publish out the report as a printed volume.

Job description:

- Co-ordinating in house fellow presentations of research works in progress, contacting and liasoning with external experts for feedback and comments,
- Recording submission of final project reports in the form of manuscript , identifying and submitting the manuscripts to the publishers,
- Building relationships with reputed academic publishers, drafting and overseeing MoUs and arrange contracts with them for publication of books.
- Co-ordinating between publishers and fellows regarding publication process, change in mss, proofs , cover matters etc.
- Co-ordinating delivery of printed volumes and payment of publisher's invoice.

Minimum experience and Skills:

- BA/MA with one of the subject History, Social Science, Comparative Literature & International Relations
- Must having background and experience in academic or non-trade publishing and Editorial expertise.
- Strong communication in English

Age: Below 62 years.

Director/MAKAIAS

Job Title 5: - Consultant: Establishment

This is a full time position (40hrs/week) Monday to Friday from 10.00 AM to 6.30 PM

Approximate start date: 01.06.14

Approximate end date: 31.05.15

Monthly Remuneration:Rs.35,000/- p.m.(Consolidated)taxable

Job Description:

- The Consultant will assist the Director, MAKAIAS, in day to day personnel and administrative work of the Institute under the direction and supervision of the Director.
- To deal with the staff matter and compile the draft letters to be issued by the Director.
- To deal with the personnel & administrative matters of the Institute.
- To maintain diary for day to day engagement of the Director.
- To compose ministerial, administrative and formal correspondence and drafts.
- To communicate and conduct meeting with CPWD and other Agencies related to MAKAIAS and report to the Director
- To update the Bye-laws as per order of the Director.
- Any other work as and when assigned by the Director.

Minimum Experience & Skill

A Bachelor degree from any recognized University.

Good command over spoken and written English.

Experience of working in Government, Semi-Government or Autonomous Organization of Government of India in Sr.Scale category or in higher responsibility. Retired Central or State Government officer having requisite qualification may apply.

Managerial experience in Administration, HR and corporate communication.

Knowledge of Government financial and administrative procedures will be preferred.

Knowledge of Ms Office is mandatory.

Age: Below 60 years.

Director/MAKAIAS