CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
56-57, Institutional Area, Janakpuri New Delhi-110058
Website: www.sanskrit.nic.in

Advertisement No. 06/2026 **Date: 18.11.2026**

NOTIFICATION FOR ENGAGEMENT OF CENTRE COORDINATOR & VERTICAL EXPERTS ON CONTRACTUAL BASIS IN GYAN BHARTAM CELL OF THE CLUSTER CENTRE AT CSU.

In pursuance of the MoU between Gyan Bhartam, Ministry of Culture, Delhi and the Central Sanskrit University, Delhi for hiring the services of **"Centre Coordinator"** and **"Vertical Experts"** in Gyan Bhartam Cell of Cluster/Independent Centre. Accordingly, the Central Sanskrit University invites the online applications for engagement of Centre Coordinator and Vertical Experts on contractual basis for 11 months (purely temporary and project based) for implementation of activities under the Gyan Bhartam Project.

Interested candidates who possess requisite qualifications and other eligibility criteria may apply through Online mode as per the guidelines. The contractual positions, requisite qualifications, Experience, Fixed remuneration, Role and Responsibilities and other terms & conditions etc. are as follows:

Sl. No.	Name & No. of Position	Fixed Monthly Remuneration	Requisite Qualification
1	**Centre Coordinator** **(01 position)**	₹60,000 per month	• Postgraduate degree in Manuscriptology/ Sanskrit/ Indology/ Library & Information Science/ Archival Studies/ Conservation Science or an allied discipline from a recognized university. • Minimum 10 years of professional experience in manuscript cataloguing and documentation, Curation and collection management, and editing and transcription. • Knowledge of ancient Indian scripts. • Proven ability to lead a team • Possessing adequate computer proficiency for documentation, reporting and data management. Desirable: (a) Demonstrated Experience in handling ancient and rare manuscripts. (b) Exposure to national or institutional manuscript missions or projects.
2	**Survey & Cataloguing Expert** **(01 position)**	₹40,000 per month	• 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 years' experience in manuscript survey, cataloguing, preservation and transcription. • Knowledge of regional scripts and languages preferred.

3	**Conservation Expert** **(01 position)**	₹40,000 per month	• 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 and 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.
4	**Technical Expert (Technology & Digitization)** **(01 position)**	₹40,000 per month	• Graduate degree in Computer Science or MCA. OR PG Diploma in Computer Science. • Minimum 2 years' experience in manuscript handling, digital imaging, metadata and data management. Note: Knowledge of scripts will be an added advantage.
5	**Script and Language Expert** **(01 position)**	₹40,000 per month	• Master's degree in Sanskrit/Pali/Prakrit/History/ Urdu/Persian, or in any one of the languages mentioned in the Eighth Schedule of Constitution. • Possessing expertise in any one Language and Script viz. Brahmi, Sarda, Grantha, Bengali, Odia, Telugu, Tamil, etc. AND • At least 5 years of experience in script reading, decoding and translation, editing. • Capable for editorial and documentation support.

Role & Responsibilities for :

- **Centre Coordinator:**

- To ensure and academic verification of the authenticity of data pertaining to all 5 verticals of Gyan Bharatam.
- Effective coordination with the concerned department and Nodal Officer at State/UT and district level for implementation of Gyan Bharatam.
- To ensure coordination with staff of all verticals at the centre and good team management.
- Preparation of weekly and monthly progress report of works done by the Centre and forwarding it to Gyan Bharatam.
- Monitoring of proper fund utilization by the Centre, forwarding financial progress and timely UC to Gyan Bharatam.
- Coordinate closely with Gyan Bharatam to achieve the targets set out for the centre.
- To act as focal point for all sorts of coordination with Gyan Bharatam.

Note: Monitoring of functions and discharge of entrusted responsibilities of Centre Coordinator will be done by Gyan Bharatam.

- **Survey & Cataloguing Expert:**

- 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, geo-tags 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.

- **Conservation Expert:**

- Conduct surveys and assessments of Partner Centres to evaluate infrastructure, collections and preparedness.
- Identify and prioritize manuscripts, requiring conservation and digitization, in alignment with GB protocols.
- Coordinate closely with conservation teams of the Cluster Centre and Partner Centres 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 readiness and operational challenges.

- **Technical Expert (Technology & Digitization):**

- 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
- 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 (i.e. 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.

- **Script and Language Expert:**

- Planning, supervision, quality assurance and reporting
- To provide academic leadership for linguistic and translation activities
- Liaison with Gyan Bharatam Script and Language Expert Committee**s**
- Ensuring adherence to approved linguistic methodologies and timeliness
- 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.

Important Guidelines: -

1. The link for submission of online applications for engagement to the contractual position(s) is available at https://csu.co.in/gyanbhartam/ **.**
2. Candidates are required to submit their applications through online mode, alongwith all requisite documents/attachments, **latest by 30.11.2026 at 11:30 PM (IST)**. The schedule for the Skill Test and/or Interview, as applicable, shall be notified in due course on the official website of Central Sanskrit University at **www.sanskrit.nic.in** under the **"RECRUITMENT"** tab. Candidates are, therefore, advised to visit the University website regularly for information regarding the recruitment process, schedules, notifications, and other relevant updates. No separate communication in this regard shall be made through any other mode unless otherwise specified.
3. Only those candidates who are found **eligible and shortlisted**, in accordance with the prescribed eligibility criteria and other applicable provisions, shall be called to appear for the **Skill Test and/or Interview**, as applicable. If currently employed, then the candidate will have to furnish No-Objection Certificate from the current employer at the time of reporting for the Skill test/Interview.
4. The detailed schedule, venue, and other necessary instructions regarding the Skill Test and/or Interview shall be communicated to the shortlisted and eligible candidates **at least one week prior to the scheduled date(s)** through their **registered email addresses only**. Candidates are, therefore, advised to check their registered email accounts, including the **Spam/Junk folder**, regularly to ensure that no important communication is missed.
5. No TA/DA will be paid for appearing the Skill Test & Interview.
6. Not entitled to any other benefit such as Confirmation, LTC, Medical reimbursement, etc. which is admissible to the regular employees of the University.
7. The Central Sanskrit University, New Delhi reserves the right to reject any application without assigning any reason thereof. The CSU reserves the right to increase or decrease the vacancies according to the circumstances. Further, the University also reserves the right to terminate this engagement at any time even before the stipulated time, without assigning any reason.
8. In case any candidate fails to appear for Skill Test and/ or Interview due to any reason/problem whatsoever, the University shall not be responsible for that.
9. If there exists any controversy in the selection process or any dissatisfaction of the candidate thereof, the decision of Hon'ble Vice Chancellor, CSU shall be final.
10. No other compensation apart from consolidated remuneration will be admissible, even if the candidate(s) attend the office on holidays and work beyond normal office hours.
11. Merely attending the Skill Test and/ or Interview and issuing Offer of Engagement subsequently will not entail the candidate(s) for claiming the engagement unless the candidate(s) fulfils the requisite eligibility criteria for engagement as per advertisement and document verification.
12. The project staff position(s) shall be purely contractual for a period of 11 months or until the completion of the Project, whichever is earlier, and shall be co-terminus with the Project.
13. Reservation (SC/ST/OBC/PWD/EWS) will be applicable as per CSU/Govt. of India rules on the subject.
14. For any technical problem(s) faced during registration/online application submission etc. (if any), contact at support-recruitment@sanskrit.ac.in.

Sd/-
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