INDIAN MUSUEM, KOLKATA
Ministry of Culture, Government of India
27, Jawaharlal Nehru Road, Kolkata – 700016

Advertisement No. 04/2025 Date – 15.12.2025

Indian Museum, Kolkata, an autonomous body under Ministry of Culture, Govt. of India invites applications (in the hard copy only) for the following positions on contract basis:

Young Professional – 03 Nos.

Position	Number	Required qualifications and experience	Monthly fixed Remuneration
Young Professional (Graphic Design)	1 (one)	**Essential Qualification:** Graduation in Journalism and Mass Communication / Media Science. Or Bachelor in Fine Arts / Visual Arts / Commercial Arts. **Desirable:** Diploma in Graphic Design, Multimedia, Animation, or any other relevant field from a recognized institution. Certificate course in Graphic Designing Proficiency in design software such as: • **Adobe Photoshop** • **Adobe Illustrator** • **Adobe InDesign** • **CorelDRAW** • **Figma** **Experience:** Minimum 2 years' experience in the field of Graphic Designing for print and social media.	Rs.35,000/- (consolidated)

Young Professional (Videography cum Video Editing)	1 (one)	**Essential Qualification:** Graduation in Journalism and Mass Communication / Media Science. Or Graduation with Certificate Course / Diploma in Video Editing. **Desirable:** • Certificate Course / Diploma in Video Editing • Proficiency in video editing software such as: • **Adobe Premiere Pro** • **Final Cut Pro** • **Vegas** • **Da Vinci Resolve** • **After Effects** • Candidates having experience in editing videos for documentary, promo, reels and other social media formats shall be preferred. • Candidates having experience in capturing videos, short form and long form, shall be preferred **Experience:** Minimum 2 years' experience in the field of Video Editing as per requirement of various formats like TV, social media etc.	Rs.35,000/- (consolidated)
Young Professional (Social Media Strategist)	1 (one)	**Essential Qualification:** Bachelor's Degree in Journalism and Mass Communication / Marketing / Digital Media / Public Relations. Or Diploma in Digital Marketing. Knowledge of Content creation, copywriting and basic graphic design tools like Canva / Photoshop. **Desirable:** **Proficiency in managing platforms such as:** • **Facebook** • **Instagram** • **X (Twitter)** • **YouTube** **Experience:** Minimum 2 years' experience in handling official or professional social media accounts.	Rs.35,000/- (consolidated)

1. The engagement will be purely on contract basis and will not confer any right for regular appointment in Indian Museum. The initial period of engagement will be for twelve (12) months, which can be extended up to a maximum period of one more year subject to functional requirements, appraisal of the performance and medical fitness of the individual.

   However, Indian Museum deserves the right to terminate the contract at any time, without giving any notice, in case the working performance of the Young Professional is found to be unsatisfactory and/or for other administrative reasons.

2. No other allowance apart from the above stated fixed monthly remuneration of Rs. 35,000/- will be paid for this contractual engagement.

3. The incumbent will be entitled to avail 8 days of Casual Leave per annum.

4. The incumbent will be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. They shall mark their attendance mandatorily and failing which may result in deduction of remuneration.

5. Maximum Age limit: 40 years as on last date of receipt of application.

6. The hard copy of the application in the enclosed **prescribed format of application** with self-certified copies of educational qualifications and experience should reach to "**The Director, Indian Museum, 27, Jawaharlal Nehru Road, Kolkata – 700016**" within **02.01.2026 (up to 5:00 p.m.)**.

7. Applications received after last date of receipt of applications will not be considered.

8. The cancellation of this advertisement or any amendment at any point of time is at the sole discretion of the management of Indian Museum, Kolkata.

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