

केन्द्रीय बौद्ध विद्या संस्थान

सम विश्वविद्यालय

चोगलमसर, लेह-लद्दाख

E-mail: cibsladakh@gmail.com



དབུས་གཞུང་ནང་བའི་རིག་གནས་གཙུག་ལག་སློབ་གཉེར་ཁང་།

ཕྱོགས་ཚལ་གྱི་ལ་དུག་ས།

Website: www.cibs.ac.in

## Central Institute of Buddhist Studies

(Deemed to be University under Ministry of Culture, Govt. of India)

Choglamsar, Leh-194101, UT of Ladakh

No: CIBS/ཉམ་མཁའ་/2025/01

Dated: 02/04/2026

### CONTRACTUAL RECRUITMENT

Applications in the prescribed format (as per Annexure) are invited from willing and eligible candidates for contractual engagement to the posts of Centre Coordinator and Vertical Experts (details enclosed) at the Gyan Bharatam Cell of the Cluster Centre, Central Institute of Buddhist Studies (Deemed to be University), Choglamsar.

Interested candidates are required to submit their applications in PDF format, along with self-attested copies of relevant documents, via email from their personal email ID to [mcccibs@gmail.com](mailto:mcccibs@gmail.com) and [cibsladakh@gmail.com](mailto:cibsladakh@gmail.com).

#### Remuneration:

- *Centre Coordinator*: ₹ 60,000 per month
- *Vertical Experts*: ₹ 40,000 per month

#### General Terms and Conditions:

- The above positions are purely temporary and contractual in nature.
- The engagement does not confer any right to claim regular appointment at any stage.
- The selected candidates will be required to perform duties as assigned by the competent authority.
- The Institute reserves the right to accept or reject any application without assigning any reason.
- No TA/DA will be paid for attending the interview.

Last date for submission: 09/03/2026

#### Address:

Gyan Bharatam Cell  
Cluster Centre  
Central Institute of Buddhist Studies (Deemed to be University)  
Choglamsar, Leh

  
(Dr Tsering Choldan)  
Deputy Registrar

02.04.26

Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Centre Coordinator	1	<p>Postgraduate degree in Manuscriptology/ Sanskrit/ Indology/ Library &amp; information Science/ Archival Studies/ Conservation Science or allied disciplines from a recognized university.</p> <p>Minimum 10 years of professional experience in:</p> <ul style="list-style-type: none"> <li>Manuscript cataloguing and documentation</li> <li>Curation and collection management</li> <li>Editing and transcription</li> </ul> <p>Knowledge of ancient Indian scripts</p> <p>Proven ability to lead a team, and possessing adequate computer proficiency for documentation, reporting, and data management</p> <p>Desirable:</p> <p>a) Demonstrated experience in handling ancient and rare manuscripts b) Exposure to national or institutional manuscript missions / projects is preferred. c) good knowledge of Bhoti script and language</p>	<ul style="list-style-type: none"> <li>To ensure and academic verification of the authenticity of data pertaining to all 5 verticals of Gyan Bharatam</li> <li>Effective coordination with the concerned department and Nodal Officer at State/UT and district level for implementation of Gyan Bharatam</li> <li>To ensure coordination with staff of all verticals at the centre and good team management</li> <li>Preparation of weekly and monthly progress report of works done by the Centre and forwarding it to Gyan Bharatam</li> <li>Monitoring of proper fund utilisation by the Centre, forwarding financial progress and timely UC to Gyan Bharatam</li> <li>Coordinate closely with Gyan Bharatam to achieve the targets set out for the centre.</li> <li>To act as focal point for all sorts of coordination with Gyan Bharatam</li> </ul> <p><i>Note: Monitoring of functions and discharge of entrusted responsibilities of Centre Coordinator will be done by Gyan Bharatam</i></p>

VERTICAL I: SURVEY & CATALOGUING			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Survey & Cataloguing Expert	1	<p>Master's degree in Bhoti/ Sanskrit/ Pali/ Prakrit/ Linguistics/ Manuscriptology</p> <p>OR</p> <p>Master's degree in History/ Archaeology/ Library &amp; Information Science with Diploma/ PG Diploma in Manuscriptology or Conservation</p> <p>AND</p> <p>Minimum 5 years' experience in manuscript survey, cataloguing,</p>	<ul style="list-style-type: none"> <li>Provide overall leadership and supervision of survey operations within the assigned jurisdiction.</li> <li>Serve as the primary liaison between Gyan Bharatam authorities, survey teams, and partner institutions.</li> <li>Ensure all metadata entries are accurate and conform to GB-approved standards.</li> <li>Review and validate the quality of images, geo-tags, and completeness of survey data.</li> <li>Ensure comprehensive geo-tagging of all manuscripts and repositories surveyed.</li> <li>Monitor progress and maintain updates on the Centralized GB Dashboard.</li> </ul>

	manuscript preservation, transcription	<ul style="list-style-type: none"> <li>• Maintain a dedicated channel for reporting operational challenges or emergencies.</li> <li>• Submit regular weekly and monthly progress reports to Gyan Bharatam</li> </ul>
	Knowledge of Bhoti/Tibetan scripts & languages is necessary.	

VERTICAL II: CONSERVATION			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Conservation Expert	1	<p>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</p> <p style="text-align: center;">AND</p> <p>Minimum 5 years' experience in manuscript preservation &amp; conservation,</p> <p>Proven ability to lead a team, and computer skills, adequate computer proficiency for documentation, reporting, and data management.</p> <p>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)</p> <p><i>Note: The duration of training period must be not less than six (06) months and knowledge of Bhoti will be given preference.</i></p>	<ul style="list-style-type: none"> <li>• Conduct surveys and assessments of Partner Centres to evaluate Infrastructure, collections, and preparedness.</li> <li>• identify and prioritize manuscripts requiring conservation and digitization, in alignment with GB protocols.</li> <li>• 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.</li> </ul>

VERTICAL III: TECHNICAL & DIGITIZATION			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Technical Expert (Technology & Digitization)	1	<p>Graduate Degree in Computer Science or MCA</p> <p style="text-align: center;">OR</p> <p>P.G. Diploma in Computer Science</p> <p>Minimum 2 years' experience in manuscript handling, digital imaging,</p>	<ul style="list-style-type: none"> <li>• Submission of periodic status reports to Gyan Bharatam</li> <li>• ensuring compliance with GB digitization standards</li> <li>• supervising safe manuscript handling</li> <li>• coordinating troubleshooting with Centre Supervisor</li> <li>• ensuring digitization at minimum 400 DPI (true optical resolution) using face-up scanning technology</li> <li>• digitization of workflow</li> <li>• manuscript preparation and handling</li> </ul>

		<p>metadata &amp; data management</p> <p><i>Note: Knowledge of various Tibetan scripts will be an added advantage</i></p>	<ul style="list-style-type: none"> <li>• high-resolution image capture</li> <li>• metadata creation and validation</li> <li>• conducting first-level quality checks before submission as per checklist which would include. <ul style="list-style-type: none"> <li>○ faithful image reproduction</li> <li>○ correct file naming and formats</li> <li>○ proper bit depth and resolution (i.e. file properties, and details)</li> <li>○ clean edges, contrast, and legibility</li> <li>○ no skewing, distortion, or artifacts</li> <li>○ correct page order, rotation, and margins</li> <li>○ no broken or truncated figures, including illustrations, maps, or diagrams</li> <li>○ absence of moiré patterns (wavy lines or swirls caused by repetitive patterns)</li> <li>○ no pixilation, with individual pixels not visible to the naked eye</li> <li>○ balanced exposure, ensuring images are neither overexposed nor underexposed</li> <li>○ no loss of detail in highlights or shadows</li> <li>○ complete, accurate, and validated metadata for each manuscript</li> <li>○ ensure digital images as per the technical standards of GB, MoC.</li> </ul> </li> <li>• Submission to Gyan Bharatam for final verification</li> <li>• archival storage and NDR Integration</li> </ul>
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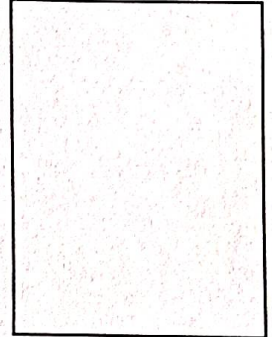
<b>VERTICAL IV: LINGUISTICS &amp; TRANSLATION</b>			
Name of the position	No. of position	Requisite qualification for the position	Role & Responsibilities
Script and Language Expert	1	<p>Master's Degree in Bhoti/ Puranic History or in any one of the languages mentioned in Schedule Eighth of Constitution</p> <p>Possessing expertise in any one Language and Script viz. Bhoti, Brahmi, Sarda, Grantha, Bengal, Odiya, Telugu, Tamil, Tibetan etc.</p> <p style="text-align: center;">AND</p> <p>At least 5 years of experience in script reading, decoding and translation, editing</p> <p>Capable for editorial and documentation Support</p>	<ul style="list-style-type: none"> <li>• Planning, supervision, quality assurance, and reporting</li> <li>• To provide academic leadership for linguistic and translation activities</li> <li>• Liaison with Gyan Bharatam Script and Language Expert Committees</li> <li>• Ensuring adherence to approved linguistic methodologies and timelines</li> <li>• Validating accuracy, consistency, and authenticity of translations, OCR and HTR</li> <li>• Coordinating peer review and language validation processes</li> <li>• Submission of periodic and final reports to GB</li> </ul>

## APPLICATION FOR CONTRACTUAL ENGAGEMENT

Post Applied For: \_\_\_\_\_

### 1. Personal Details

- Full Name (in block letters): \_\_\_\_\_
- Father's Name: \_\_\_\_\_
- Mother's Name: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_
- Gender: \_\_\_\_\_
- Nationality: \_\_\_\_\_



### 2. Contact Details

- Correspondence Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Permanent Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Mobile Number: \_\_\_\_\_
- Email ID: \_\_\_\_\_

### 3. Educational Qualifications

S. No.	Examination	Board/University	Year of Passing	Percentage/ Grade

**4. Professional Experience (if any)**

<b>S. No.</b>	<b>Organization</b>	<b>Position Held</b>	<b>Duration</b>	<b>Nature of Work</b>

**5. Skills and Competencies**

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**6. Details of Supporting Documents Enclosed**

Educational Certificates

Experience Certificates

Identity Proof

Any other relevant documents: \_\_\_\_\_

**7. Declaration**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. I understand that if any information is found to be false or incorrect at any stage, my candidature/engagement is liable to be cancelled.

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of the Applicant**