

Ministry of Culture
Government of India

Guidelines for Engagement of short-term Contractual Interns and Research Associates in Galleries, Libraries, Archives and Museums (GLAM) Division under the Ministry of Culture, Government of India.

Background:

Ministry of Culture, Government of India has various organizations under its control, some of them are subordinate offices and some of them are autonomous bodies. These guidelines of GLAM Division (Galleries, Libraries, Archives and Museums Division) of the Ministry will be followed by all the National Museums, Science Museums, National Libraries, National Archives and National Anthropological Institutes in the country. With regard to the museums, all the museums under Ministry of Culture have the museums professionals working at various levels and are performing the duties. Being a museum professional is a very skillful job and requires the subject specialization.

2. To cater the need of museum professionals in the institutes of Ministry of Culture, in early days the National Museum Institute was set up in 1989. Later on some other universities also started running the courses on Museology, Archeology, Art History, etc. But over the period though many students were graduated from various universities including NMI (Presently IAH) there was lack of trained manpower in the museums under the ministry. In India there exist various state government museums, wherein similar pattern was observed. In Private arena also there are numerous museums wherein there was lack of trained manpower in this field. All these above clearly indicates a disconnect between industry and academia. Hence, there is a need to connect these areas by making available the trained manpower to the industry including the museums under Ministry of Culture. These guidelines will enable the graduates in the field of Museology, Archeology, Art History, etc to gain some practical experience in Museums under the Ministry and the museums will also get the trained people for executing the works.

Objective:

3. The broad objective of these guidelines is to:

(a) Make stop-gap arrangement against the existing vacant posts in the organisations under the GLAM Division of Ministry of Culture.

(b) To provide the internship opportunities to students fresh from college and to provide them a hands on experience as a part of Industry Academia connect in the field of Museology, Archeology, Art History, etc so that it will be a gateway for them in the field.

(c) Institutions under Ministry of Culture to benefit from the interns who will assist the existing staff while they complete their internship.

4. It is proposed to start a pilot project in this regard and then it will be reviewed after one year. If this pilot project is successful, it will be scaled up in other central institutes and state institutes.

Mode of Selection:

5. Engagement of the interns will be made through “on campus” selection. The Indian Institute of Heritage (IIH), NOIDA [Earlier National Museum Institute (NMI)] will write to the other Institutes to organize campus selections at IIH.

Budget/Funds requirement

6. The proposed interns shall be engaged against the existing vacant posts. Therefore, the funds requirement will be met from the available budget under the salary head. As such no additional demand for the same will be projected.

Guidelines:

7. The guidelines for engagement of interns at different levels in the Museums and Cultural Organizations under the Ministry of Culture, the emoluments to be paid to them and other terms and conditions of service will be in line with the UGC for hiring project interns. The guidelines will be subject to revision.

8. The museums and cultural institutions under the Ministry of Culture shall engage the students at two levels who have completed their courses. The details are as under:

Name of the Post	Educational Qualifications	Remuneration	Mode of Selection	Age	Tenure
Project Interns	<p>Essential: PG degree in relevant discipline (History of Art, Conservation, Museology, Archaeology, Palaeography, Epigraphy and Numismatics, etc.).</p> <p>Desirable: UGC-NET qualification in the relevant subject.</p>	Rs. 35,000/- consolidated	(i) M.A. Marks (ii) Personal Interview (iii) Statement of Purpose	28 years as on the last date of application	One year (Extendable to one year only).
Research Assistant	<p>Essential: (a) PG degree in relevant discipline (History of Art, Conservation, Museology, Archaeology, Palaeography, Epigraphy and Numismatics, etc.).</p>	Rs. 58,000/- consolidated	Personal interview.	32 years as on the last date of application	One year (Extendable to one year only).

	<p>(b) PhD in relevant discipline.</p> <p>(c) A minimum of one year of experience in the relevant discipline.</p> <p>Desirable: UGC-NET qualification in the relevant subject.</p>				
Research Associate	<p>Essential:</p> <p>(a) PG degree in relevant discipline (History of Art, Conservation, Museology, Archaeology, Palaeography, Epigraphy and Numismatics, etc.).</p> <p>(b) PhD in relevant discipline.</p> <p>(c) A minimum of two years of experience in the relevant discipline.</p> <p>Desirable: UGC-NET qualification in the relevant subject.</p>	Rs. 61,000/- consolidated	Personal interview	35 years as on the last date of application	One year (Extendable to one year only).

Composition of Interview Board:

9. The composition of interview board for selection of Interns/Research Assistant/Research Associates in the organisations under the GLAM division will be as follows:-

Chairman	:	DG/Head of Organisation concerned
Members	:	(i) Deputy Secretary and above from Ministry of Culture (ii) Two experts in the relevant discipline from the organisations under the control of Ministry of Culture.

10. Service Conditions:

(i) **Dearness Allowance (DA):** All project interns and Research Associates/ Assistants will not be entitled to DA.

(ii) **House Rent Allowance (HRA):** All project interns and Research Associates/ Assistants may be provided hostel accommodation wherever available. Those who are residing in hostels shall not be entitled for HRA. Wherever hostel accommodation is not possible, HRA may be allowed to all the above categories as per Central Government norms applicable in the city/location where they are

working. The percentage required for calculating HRA will be based on the entire internship/fellowship amount.

(iii) **Medical Benefits:** Interns and Research Associates/Assistants will be entitled for medical benefits as applicable in the host institute.

(iv) **Leave and other entitlements:** All the Project interns and Research Associates/ Assistants will get only casual leave (12 days in a year) apart from national holidays. The travel entitlement for Interns and Research Associates/ Assistants travelling for official works in India will be 3rd AC by rail. They will not be entitled for any bonus, leave travel concession or retirement benefits.

(vi) **Obligations:** Project interns and Research Associates/Assistants shall be governed by the disciplinary regulations of the host Institute where he/she is working. The project staff (Interns and Research Associates) must send a report of the work done during their tenure to the host institution or as and when required by the host institution.
