DARJEELING HILLS UNIVERSITY
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Email: contact@dhu.edu.in Website: www.dhu.edu.in
Recognised under Section 2(f) of the UGC Act, 1956

Reference Number: DHU/ADV/2026/003-1

Date: November 3, 2026

APPLICATION FOR RESEARCH ASSISTANTS AND RESEARCH INTERNS FOR THE PROJECT DARJEELING PUBLIC SPHERE: ASSEMBLING THE TWENTIETH CENTURY ARCHIVE

Reference: Advertisement Number DHU/ADV/2026/003 dated November 3, 2026

Darjeeling Hills University, the first University in the Darjeeling and Kalimpong hills region, was established to cater to the pedagogical and research needs of the region. An institution established for research and capacity building which are reflective of, and relevant to, the Eastern Himalayas, it aims to host research projects which will create publicly accessible academic resources for scholars whose work focuses on the region. Darjeeling Hills University is pleased to announce that its members have secured the prestigious international research grant under the Modern Endangered Archives Programme from the University of California, Los Angeles. The research project titled *Darjeeling Public Sphere: Assembling the Twentieth Century Archive* will document, digitise, assemble descriptive bilingual metadata (Nepali and English), and make publicly accessible, print and handwritten artefacts from the Darjeeling hills region which were produced in the nineteenth and twentieth centuries. The Principal Investigator of the research project is Professor (Dr.) Tejimala Gurung Nag, Vice-Chancellor of Darjeeling Hills University, and the Co-Principal Investigator of the research project is Saurav Rai, OSD to the Vice Chancellor of Darjeeling Hills University. Commencement of this project marks the significant initial step towards creating a large-scale public facing digital archive for humanities and social sciences research in the region.

Applications are invited in the prescribed application format from eligible candidates for Research Assistant and Research Intern posts for the research project which will tentatively commence in December 2026–January 2027. The application portal will open on 04.11.2026, and the last date for receipt of applications at the University Office is 21.11.2026. Applicants who have cleared the screening process will be notified on 23.11.2026, and the Selection Interviews will be held on 28.11.2026.

Project Designation	Vacancies
Research Assistant (Digitization and Data Integrity)	1
Research Assistant (Metadata)	3
Research Intern	1

DETAILS REGARDING APPLICATIONS FOR RESEARCH ASSISTANT POSTS

(A) Minimum Qualifications and Skills

1. A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign University.
2. Intermediate proficiency in the Nepali language.

(B) Desirable

1. Research experience, or practical/work experience in the relevant field.
2. Advanced proficiency in the English language.
3. Knowledge of modern history pertaining to the Darjeeling region.
4. Knowledge of Indian Nepali literature and literary movements.
5. Knowledge of the digitization process, and relevant hardware and software (Darktable, Adobe Lightroom, Rename Expert, checksum tools, spreadsheet solutions, etc.)
6. Knowledge and familiarity with workflows, FOSS solutions and processes in Linux Distributions.
7. Knowledge and experience of digital media production, primarily graphic design.
8. Ability and willingness to persevere under enormous workloads and tight deadlines.
9. Pedanticism in spreadsheet inputs and workflows.

(C) Terms and Period of Engagement

1. Research Assistant (Digitization and Data Integrity)
    a. The Research Assistant (Digitization and Data Integrity) will be required to join in Month 1 of the research project.
    b. The initial contract will initially be for a period of five months, which may be renewed depending on their work performance. The period of engagement cannot exceed twenty months.
2. Research Assistants (Metadata)
    a. The Research Assistants (Metadata) will be required to join in Month 3 of the research project.
    b. The initial contracts will initially be for a period of six months, which may be renewed depending on their work performance. The period of engagement cannot exceed eighteen months.

(D) Location of Work and Working Days

1. The work will primarily be carried out at the project office in Darjeeling town, West Bengal. The Research Assistants will be required to intermittently visit Darjeeling Hills University, Mungpoo, for participating in University activities.
2. Research Assistant will be required to work five days per week, which will mandatorily include Saturdays and Sundays. The rest of the working days (same for all Research Assistants) in the week will be determined during the time of commencement of the project.
3. Research Assistants will be required to occasionally travel for field visits within the Darjeeling and Dooars regions, and may also include travel to other States in India.

(E) Age Limit

1. Applicants should not be more than 35 years of age on the date of the Selection Interview.

(F) Description of Work

1. Research Assistant (Digitization and Data Integrity)
    a. Primarily assist with organization and digitization of materials. Among other project related tasks, they will also be responsible for ensuring the integrity of digitized data, and shall assist with proofreading and finding irregularities in the metadata recording process. They will work together with the other team members, and shall assist with resolving metadata–digitization irregularities, metadata assembly, website content, design and typesetting of public access printed materials, whether-safe packaging of archival materials, and other project related tasks.
2. Research Assistants (Metadata)
    a. Primarily assist with the bi-lingual metadata assembly process, translation of metadata into Nepali, bi-lingual website content, design and typesetting of public access printed materials, and other project related tasks. They will also assist the other team members with the digitization process, and the organization and transfer of archival documents.

(G) General Notes

1. The Research Assistant posts are on a purely temporary basis, and will not be eligible for absorption or promotion.
2. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the master's level shall be the essential qualification. A relaxation of 5% shall be allowed at the Master's level for the candidates belonging to the categories of SC/ST/OBC/PwD. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
3. The University reserves the right to determine the number of eligible candidates to be called for the Selection Interviews after screening of applications. Fulfillment of minimum qualification and submission of application docket will not entitle an applicant for the Selection Interviews.

4. The University reserves the right to postpone, or not hold interviews, for the posts.
5. The engagement of the personnel, and remuneration provided, is entirely dependent on the continuity of funding provided by the grant awarding body. The University is not responsible or liable for unforeseen circumstances related to such matters where the project duration may be shortened.

(H) Remuneration

1. Consolidated remuneration payable per month will be Rs. 37,000 (in words: thirty-seven thousand rupees).
2. No additional allowances will be provided.

(I) Application Details and Selection Process

1. Fill and submit the *Application Form* online (Google Form link provided in *Section K* of this document).
2. A copy of the submitted Application Form will be emailed to you.
3. Print a copy of the application form, and submit the hard copy of the Application Form at the University Office along with the necessary supporting documents mentioned below.
4. Applications should be delivered by hand or sent and submitted through a registered post, and must reach the university by the closing date for acceptance of applications. The University does not bear any responsibility for processing applications which do not arrive within the application period. *Kindly refrain from folding the documents while posting or delivering the documents, and opt for a larger envelope*. Applications should be sent to the address below. The front of the envelope should be marked with "Application for the post of Research Assistant".

   Office of the Registrar
   Darjeeling Hills University
   ITI Building, Bhasmay, Mungooo
   District Darjeeling, West Bengal—734313

5. Necessary documents to be included in the Application Bundle:
   a. A print out of the online *Application Form* (it will automatically be mailed to the provided email address after its submission online).
   b. Two passport size photos.
   c. Photocopy of government issued identity proof with date of birth mentioned.
   d. Photocopy of postgraduate degree certificate and marksheet.
   e. Curriculum Vitae (not more than 2 pages)
   f. Statement of Purpose (between 500–800 words)

g. Academic Writing Sample (between 5000–15000 words). The writing sample may be an already published article/book chapter, a draft under preparation, or even a refined version of an assignment submitted during postgraduate studies. Applicants are requested to *clearly mark* (pen or typeset) the first page as "Writing Sample".

h. Documents related to Research and Work experience (if any).

i. Publications and Portfolio (if any).

j. Other documentation may also be attached with the application bundle.

Note: During submission, the necessary documents should be placed in the abovementioned order in the application bundle.

6. Applicants are required to bring the original documents and publications during the Selection Interview.
7. Applicants who pass the screening evaluation and are shortlisted will be called for the Selection Interview.
8. No *Application Fee* will be charged for the application process.

(J) Important Dates

1. 04.11.2026 — Opening Date for Acceptance of Applications
2. 21.11.2026 — Closing Date for Acceptance of Applications and Physical Receipt of Applications in the University Office
3. 23.11.2026 — Date of Notification for Applicants who have completed the Screening Process for the Selection Interviews
4. 28.11.2026 — Date of Selection Interviews

(K) Application Form

1. Application Form (Google Form): **Link**

DETAILS REGARDING APPLICATIONS FOR RESEARCH INTERN POST

(A) Minimum Qualifications and Skills

1. A Bachelor's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) from an Indian University, or an equivalent degree from an accredited foreign University.
2. Basic proficiency in the Nepali language.

(B) Desirable

1. Intermediate proficiency in the English language.
2. Knowledge of modern history and literature pertaining to the Darjeeling region.
3. Knowledge of image-capture hardware and software.
4. Familiarity with workflows, FOSS solutions and processes in Linux Distributions.
5. Familiarity with digital media production, primarily graphic design.
6. Ability and willingness to persevere under enormous workloads and tight deadlines.

(C) Terms and Period of Engagement

1. The Research Intern will be required to join in Month 1 of the research project.
2. The period of engagement will be for a period of two months, which may be extended for another two months depending on their work performance. This engagement is not admissible for any further renewal.

(D) Location of Work and Working Days

1. The work will primarily be carried out at the project office in Darjeeling town, West Bengal. The Research Intern will be required to intermittently visit Darjeeling Hills University, Mungpoo, for participating in University activities.
2. Research Intern will be required to work four days per week, which will mandatorily include Saturdays and Sundays. The rest of the working days in the week will be determined during the time of commencement of the project.

(E) Age Limit

1. Applicants should not be more than 25 years of age on the date of the Selection Interview.

(F) Description of Work

Primarily assist the Research Assistants with the digitization workflow and organisation of archival documents.

(G) General Notes

1. The Research Intern post is on a purely temporary basis, and will not be eligible for absorption or promotion.
2. A minimum of 55% marks (or an equivalent grade in a point-scale, wherever the grading system is followed) at the bachelor's level shall be the essential qualification. A relaxation of 5% shall be allowed at the bachelor's level for the candidates belonging to the categories of SC/ST/OBC/PwD. The eligibility of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed), wherever specified, and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
3. The University reserves the right to determine the number of eligible candidates to be called for the Selection Interviews after screening of applications. Fulfillment of minimum qualification and submission of application docket will not entitle an applicant for the Selection Interviews.
4. The University reserves the right to postpone, or not hold interviews, for the posts.
5. The engagement of the personnel, and remuneration provided, is entirely dependent on the continuity of funding provided by the grant awarding body. The University is not responsible or liable for unforeseen circumstances related to such matters where the project duration may be shortened.

(H) Remuneration

1. Consolidated remuneration payable per month will be Rs. 5,000 (in words: five thousand rupees).
2. No additional allowances will be provided.

(I) Application Details and Selection Process

1. Fill and submit the *Application Form* online (Google Form link provided in *Section K* of this document).
2. A copy of the submitted Application Form will be emailed to you.
3. Print a copy of the application form, and submit the hard copy of the Application Form at the University Office along with the necessary supporting documents mentioned below.
4. Applications should be delivered by hand or sent and submitted through a registered post, and must reach the university by the closing date for acceptance of applications. The University does not bear any responsibility for processing applications which do not arrive within the application period. *Kindly refrain from folding the documents while posting or delivering the documents, and opt for a larger envelope*. Applications should be sent to the address below. The front of the envelope should be marked with "Application for the post of Research Intern".

   Office of the Registrar
   Darjeeling Hills University
   ITI Building, Bhasmay, Mungooo
   District Darjeeling, West Bengal—734313

5. Necessary documents to be included in the Application Bundle:
    a. A print out of the online *Application Form* (it will automatically be mailed to the provided email address after its submission online).
    b. Two passport size photos.
    c. Photocopy of government issued identity proof with date of birth mentioned.
    d. Photocopy of undergraduate degree certificate and marksheet.
    e. Curriculum Vitae (not more than 2 pages)
    f. Statement of Purpose (between 500–800 words)
    g. Documents related to Research and Work experience (if any).
    h. Publications and Portfolio (if any).
    i. Other documentation may also be attached with the application bundle.

    Note: During submission, the necessary documents should be placed in the abovementioned order in the application bundle.
6. Applicants who pass the screening evaluation and are shortlisted will be called for the Selection Interview.
7. No *Application Fee* will be charged for the application process.

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4. 28.11.2026 — Date of Selection Interviews

(K) Application Form

1. Application Form (Google Form): **Link**

Sd/-
Registrar (Additional Charge)
Darjeeling Hills University