

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
Janpath Building, Janpath, Road, New Delhi - 110001

The Indira Gandhi National Centre for the arts (IGNCA) an autonomous institution under the Ministry of Culture, Govt. of India is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual independence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the Centre in all its work is multi-disciplinary and holistic.

The following posts are being advertised for hiring Project Co-ordinator, Project Associates, and Hindi Typist for PAC Committee and one Project Assistant for Academic Unit of IGNCA.

I. POSITION : Project Coordinator (Research/Visualization/Management)

1. **NUMBER OF POSITION** – 01 (one)
2. **DURATION** – Initially for a period of one year, and extendable based on performance and requirement.
3. **AGE** – Not more than 40 years as on 31.07.2022.
4. **REMUNERATION** – Rs. 60,000/- per month
5. **EDUCATIONAL QUALIFICATION:** Master's degree in History/Art History/ Management.
6. **DESIREABLE QUALIFICATIONS:**
 - Minimum four years of experience in History/History of Art/Management.
 - Good knowledge of English language both written and oral.
 - Preference would be given to candidates with proven experience in above subject.
 - Knowledge of Computer, Administration and Management.
 - Experience of working in a Govt./PSU/Autonomous Institution.

II. POSITION: Project Associate (Research/Visualization/Management)

1. **NUMBER OF POSITIONS** – 03 (three)
2. **DURATION** – Initially for a period of one year, and extendable based on performance and requirement.
3. **AGE** – Not more than 40 years as on 31.07.2022
4. **REMUNERATION** – Rs. 40,000/- per month
5. **EDUCATIONAL QUALIFICATION:** Master's degree in History/Art History/ Management.
6. **DESIREABLE QUALIFICATIONS:**
 - Minimum three years of experience in research project.
 - Good knowledge of English language both written and oral
 - Preference would be given to candidates with proven experience in above subject.
 - Should be well versed with MS Office, Google Docs and online mediums of editing.
 - The ability to work in a fast-paced environment.

III. POSITION : Project Assistant

1. **NUMBER OF POSITION** – 01 (One)
2. **DURATION** – Initially for a period of one year, and extendable based on performance and requirement.
3. **AGE** – Not more than 40 years as on 31.07.2022.
4. **REMUNERATION** – Rs. 30,000/- per month
5. **EDUCATIONAL QUALIFICATION:** Master in Vedic Sciences
7. **DESIREABLE QUALIFICATIONS:**
 - Experience in research project.
 - Good knowledge of English, Sanskrit, Hindi language both written and oral
 - Preference would be given to candidates with proven experience in above subject.
 - Should be well versed with MS Office, Google Docs and online mediums of editing.
 - The ability to work in a fast-paced environment.

IV. POSITION : Project Assistant (for academic unit)

6. **NUMBER OF POSITION** – 01 (One)
7. **DURATION** – Initially for a period of one year, and extendable based on performance and requirement.
8. **AGE** – Not more than 44 years as on 31.07.2022.
9. **REMUNERATION** – Rs. 30,000/- per month
10. **EDUCATIONAL QUALIFICATION:** Graduate in Economics and One year Post Graduate Diploma in Cultural Informatics (PGDCI).
11. **EXPERIENCE:** Minimum Five years of experience in Administrative Officer and Coordinator Administration/Project Coordinator.

V. पदचक्रक : (हिंदी)

1. पदों की संख्या - 01 (एक)
2. शैक्षणिक योग्यता - मैट्रिक, 10वीं पास
3. कार्य अनुभव - किसी संस्था में 10 वर्ष का अनुभव
4. कार्य प्रोफाइल - हिंदी, अंग्रेजी टंकण का ज्ञान, पेज सेटिंग, डिजाइन इत्यादि
5. कार्य की अवधि - एक वर्ष (आगे बढ़ाई जा सकती है)
6. पारिश्रमिक - 30,000/- रु.

OTHER DETAILS:

Place of Posting: IGNCA, New Delhi.

Submission of Applications: Applications in the prescribed Performa as at Annexure-I should be sent to the Director (Admn.), Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, New Delhi – 110 001 so as to reach within 07 days from the date of publication of the advertisement in the Newspaper. Only eligible candidates will be allowed to appear for interview.

NOTE: The IGSCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGSCA regarding selection of applicants for the interview and/or engagement shall be final.

Annexure-I

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
(present age (as on))
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
e-mail ID.
5. Address (Permanent) :

6. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

7. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

9. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

10. Additional Information, if any, which you would like to mention in support of your suitability for the post. This among other things may provide information with regard to

- (i) Additional academic qualification
 - (ii) Profession training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement
- (Note: enclose a separate sheet, if space is insufficient)

11. Remarks: The candidates may indicate information with regard to

- (ii) Reports and special projects
 - (iii) Awards/scholarships/official appreciation
 - (iv) Affiliation with the professional bodies/institutions/societies and
 - (v) Any other information
- (Note: enclose a separate sheet, if space is insufficient)

12. Service to which belongs :

13. Nature of present employment if any. :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will also assess the Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post.

(Signature of the Candidate)