

File No. 12/339/2025-SD/CIL
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under Ministry of Culture, Govt of India)
Janpath Building, Janpath, New Delhi 110001

Date: 05-01-2026

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

The Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the Ministry of Culture, Government of India intends to engage one position of **Project Manager (Technical)** on contract basis under the Cultural Informatics Laboratory (CIL) of IGNCA. The eligibility criteria are as under:

Position: Project Manager (Technical)

No. of Post : 01 (one)

Duration : Initially for a period of one year, and extendable based on performance.

Age Limit : Not more than 40 years as on the date of interview.

Remuneration : Rs. 75,000/- per month (fixed).

Educational Qualification & Experience :

- Applicants must be B.E./B.Tech/M.Tech in Computer Science/IT field or equivalent.
- Minimum **5+ years** in managing technical projects, preferably in IT, government portals, cloud environments etc.

Job Description/Skills & Competencies

Key Responsibilities:

- Ability to design, manage, and maintain responsive and user-friendly web interfaces.
- Capability to manage and maintain the organization's website, ensuring smooth operations, regular updates
- Coordinate with various divisions and regional centers to implement content updates, structural changes, and functional enhancements based on departmental requirements. Competence in managing website tenders, circulars, events, newsletters, media uploads, official documents etc.
- Hands-on ability to work on Linux-based servers including CLI operations, log monitoring, and service management.
- Familiarity with server patching, security hardening, vulnerability assessments, security audits, implementing audit recommendations.
- Maintain coordination with the National Informatics Centre (NIC) for server operations, updates, configurations, and issue resolution. Solid understanding of cloud server administration, virtual machines, and hosting environments like NIC Cloud/NICSI.
- Proficiency in maintaining daily backups of applications and databases, backup restoration, migration tasks along with disaster recovery and redundancy planning.
- Strong skills in performance optimization, including load time improvement, server monitoring, and traffic analysis.
- Capability to diagnose and resolve both server-side and application-level issues independently and efficiently.

- Evaluate and integrate new technologies or tools to enhance portal performance, functionality, and user engagement.
- Familiarity with developing interactive web-based platforms if required and Redesign existing websites/Landing pages for better user experience
- Manage multiple projects simultaneously, prioritizing tasks as necessary.

Required Skills

- Strong knowledge of PHP5, HTML5, CSS3, Bootstrap, JavaScript, jQuery, WordPress CMS including theme customization, plugin customization, and content management.
- Familiarity with SEO fundamentals, performance optimization, caching, and website speed enhancement.
- Experience with modern frameworks: React, Angular, or Vue.js.
- Experience in databases like MySQL/Maria DB, etc.)
- Understanding of responsive design and UI/UX principles.
- Knowledge of Git, version control,
- Understanding of NIC/NICSI cloud servers, virtual machines, and hosting environments.

Other Details:

- **Mode of Selection:** Walk in Interview
- **Date of Interview:** 15 January 2026
- **Reporting Time:** 10:00 AM
- **Place of Interview:** 3rd Floor, B-Wing, Cultural Informatics, IGNC A, Janpath, New Delhi - 110001

Candidates are requested to bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Marksheet (10th onwards) /Experience Certificates). Original and Copy of Identity Proof (Aadhar Card/ PAN Card/ Voter-ID/ Driving Licence) is mandatory to bring. Candidates are requested to report on time for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

A candidate, if selected, will have to submit, at the time of joining, two reference letters/ testimonials obtained from previous employer/organisation/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

The IGNC A reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNC A regarding selection of applications for interview and/or engagement shall be final and binding.

Deputy Secretary (Admn)

IGNC A

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Near Western Court, New Delhi-110001

APPLICATION FORM

Recent Passport
size Photograph

Application for the position:

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Permanent Address :
6. Telephone No. /Mobile No. :
7. E-mail ID :
8. Aadhaar No. :
9. PAN Card No. :

10. Educational Qualification (in ascending order) :

S.No.	Qualification	Year of passing	University/ Institution	% of marks	Class/Division

11. 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):
12. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
13. Details of Employment, in ascending order (**enclose a separate sheet duly authenticated by your signature, if the space below is insufficient**):

S. No.	Organisation/ Institution/ Office	Post held	From & To	Please indicate: i)Scale of pay ii)Basic Pay iii)Grade pay iv)Consolidated Pay v)Regular/ Contractual	Employer's full Name, Address and Contact No. of the Concerned Officer

14. 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)
15. Remarks: The candidates may indicate information with regard to:
 - (i) Reports and special projects
 - (ii) Awards/scholarships/official appreciation
 - (iii) Affiliation with the professional bodies/institutions/societies and
 - (iv) Any other information
(Note: enclose a separate sheet, if space is insufficient)

I undertake to submit that I have gone through all details of the vacancy circular/advertisement and accordingly I have submitted by Curriculum Vitae for the selection to the said post. In case of any discrepancy, I will be held solely responsible.

(Signature of the Candidate)