

VACANCY CIRCULAR

Dated: October, 2012

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Advertisement for filling up the position of Director (Library and Information), Indira Gandhi National Centre for the Arts

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the administrative control of Ministry of Culture, invites applications in the prescribed format for the position of Director (Library and Information) in IGNCA, New Delhi. The appointment will be on deputation /contract/re-employment of retired Librarians in PB-4 (Rs.37400-67000) with grade pay of Rs.10000/-. The pay of the retired personnel shall be fixed in accordance with the rules in force. In case of person retiring with contributory Provident Fund benefits, the amount of employer's contribution plus the interest thereon, and the amount of gratuity received shall be treated as pensionary benefits. For this purpose, pension and pension equivalent to Gratuity shall be calculated in accordance with the prescribed formula and such amount of calculated pension shall be treated as pension for fixation of pay.

Eligibility Criteria:

Educational and Other qualifications/Experience:

1. Eminent Librarian/Scholar with Ph.D/M.Lib. Science and research work and publications
2. Fifteen Years' experience in Library(ies)
3. Should be holding OR held the pay band of Rs.37400-6700 plus G.P. 8700 or above

Age Limit

- | | | |
|------|---------------|--------------------------|
| i) | Deputation | : Not exceeding 55 years |
| ii) | Contract/ | : Not exceeding 62 years |
| iii) | Re-employment | : Not exceeding 62 years |

Officers of the Central Government/ State Govt./Universities or Recognised Research Institutions/Autonomous Organisation having the qualifications and experience as mentioned will be eligible to apply. Retired officers who fulfil the qualifications and experience prescribed are also eligible to apply on contract/re-employment basis subject to the execution of terms and conditions on re-employment.

Closing Date:

Applications in the prescribed proforma should be sent to Joint Secretary, IGNCA, CV Mess Building, Janpath, New Delhi 110 001 so as to reach within 21 days from the date of publication of the advertisement in the Employment News. The IGNCA reserves the right to accept or reject any application on valid ground.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of Director(Library and Information)

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

6. Date of retirement under Central/State :
Government Rules*
(*for candidates working under Govt. Sector)

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

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

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

10. 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)

11. In case the present employment is held on deputation/contract basis please state:

- (f) The date of initial appointment
- (g) Period of appointment on deputation/contract basis
- (h) The pay scale presently held
- (i) The current pay scale in your parent organization (if you had been there):
- (j) Name of the parent office/organization to which you belong
(Note: enclose a separate sheet, if space is insufficient)

12. 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

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

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

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

14. Service to which belongs :

15. Nature of present employment i.e. ad-hoc or (temporary) quasi-permanent or permanent

16. Additional details about present employment. Please state whether working under:

- (f) Central Government
- (g) State Government
- (h) Autonomous organization
- (i) Government undertaking
- (j) Universities/Recognized Research Institutions

17. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

18. Existing total emoluments drawn per month

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)

Date:

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant
- (ii) The applicant is clear from vigilance angle
- (iii) The integrity of the applicant is beyond doubt
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post
- (vi) The ACR Dossier of the applicant for the last 5 years is enclosed with the application

(Signature with seal of the authorized signatory on behalf of the employer)