

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

The Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the Ministry of Culture, Govt. of India wishes to hold Walk-in-interview on 24th July,2017 at 11.00.a.m. for selection of one position of MTS on contract basis for Publication unit of IGNCA for a period of one year. The eligibility requirements are as under:

Name of Position	-	MTS
Number of position	-	One
Duration	-	One year
Remuneration	-	Rs.13,350/- per month.
Age limit	-	Not more than 35 years.
Mode of Selection	-	Walk-in-interview.

Educational Qualification

12th passed from recognised board.

Duties and responsibilities:

1. Physical maintenance of records of section.
2. General cleanliness & upkeep of the section/units.
3. Carrying of files & other papers with the building.
4. Photocopying, sending of FAX etc.
5. Other non-derical work in the Sections/units.
6. Assisting in routine office work like diary, dispatch etc. including on computer.
7. Delivering of Dak (inside & outside the building).
8. Watch & ward duties.
9. Opening & closing of rooms.
10. Cleaning of rooms.
11. Dusting of furniture etc.
12. Cleaning of building, fixture etc.
13. Work related to ITS qualification, if it exists.
14. Driving of vehicles, if in possession of valid driving license
15. Upkeep of parks, lawns, potted plants etc.
16. Any other work assigned by superior authority.

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 24.07.2017 at 11.00 a.m. Candidates are requested to report at 10.00 a.m. for verification of certificates. Only eligible candidates will be allowed to appear for interview. Walk-in-interview will be held at IGNCA's Conference hall, C.V.Mess, Janpath, New Delhi-110001.

The IGNCA reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for interview and/or engagement shall be final.