

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**SOUTHERN REGIONAL CENTRE**

(An autonomous Trust under the Ministry of Culture, Government of India)  
Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Southern Regional Centre at Bengaluru is visualised 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 its work is multi-disciplinary and holistic.

The IGNCA requires one position of “Project Associate” and one position of “Project Assistant” to work under the guidance of the Executive Director, IGNCA SRC.

**1. Project Associate:**

|                    |   |                        |
|--------------------|---|------------------------|
| Name of Position   | : | Project Associate      |
| Number of Position | : | One                    |
| Duration           | : | One year               |
| Remuneration       | : | Rs. 40,000/- per month |
| Age limit          | : | Not exceeding 50 years |

**Work Profile:**

Project Associate will assist in the coordination of academic projects and assist with publication related activities and will be attached to Executive Director, IGNCA SRC. Will take responsibility in academic management, organizing meetings, reviews, workshops and seminar/conference and also update on the progress of projects. Creation of project related databases under supervision of Executive Director, IGNCA SRC will also be a part of profile.

**Educational Qualification:**

Master’s Degree in any subject from a recognized university. He/She should be very well versed with MS Word, MS Excel and MS Powerpoint etc., Candidates with over 5 years of research and academic experience will be given preference.

IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases.

**Experience:**

Experience of assisting in programmes is desirable.

Travel : He/She will be eligible to travel within Indian in connection with Official work. He/She will be eligible for TA/DA as per IGNCAs norms.

Leave : He/She will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Place of Posting : He/She will be posted in Bengaluru.

**2. Project Assistant:**

Name of Position : Project Assistant  
Number of Position : One  
Duration : One year  
Remuneration : Rs. 30,000/- per month  
Age limit : Not exceeding 35 years

**Work Profile:**

Project Assistant will assist in the coordination of academic projects and will be attached to Executive Director, IGNCAs SRC. Will take responsibility in assist in conducting research surveys, literature searches, writing/reporting proposal, academic management, organizing meetings, reviews, workshops and seminar/conference and also update on the progress of projects. Creation of project related databases under supervision of Executive Director, IGNCAs SRC will also be a part of profile.

**Educational Qualification:**

Bachelor's Degree in any subject from a recognized university. He/She should be very well versed with MS Word, MS Excel and MS Powerpoint etc., Candidates with sound research background will be given preference.

IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases.

**Experience:**

Experience of assisting in research and documentation is desirable.

Travel : He/She will be eligible to travel within Indian in connection with Official work. He/She will be eligible for TA/DA as per IGNCA norms.

Leave : He/She will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Place of Posting : He/She will be posted in Bengaluru.

**Mode of Selection:**

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 **22.06.2017 (10:00 AM to 1:00 PM)** for the position of "Project Associate" and **(2:00 PM to 5:00 PM)** for the position of "Project Assistant" in IGNCA SRC, Kengunte Circle, Mallathahalli, Jnanabharathi Post, Bengaluru – 560056. Candidates are requested to report **9:00 AM and 1:00 PM** respectively for verification of certificates and only eligible candidates will be allowed to appear for interview.

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



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.

| <b>Office / Institution</b> | <b>Post held</b> | <b>Experience<br/>(From / To / Total)</b> | <b>Pay / Emoluments drawn</b> | <b>Nature of duties in detail (attach sheets if required)</b> |
|-----------------------------|------------------|-------------------------------------------|-------------------------------|---------------------------------------------------------------|
|                             |                  |                                           |                               |                                                               |
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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) Professional training
  - (iii) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient)
11. Additional details about the present employment. Please state whether working under : (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking

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 applicant)

Date: \_\_\_\_\_

Place: \_\_\_\_\_