

**Advertisement for engagement of  
Research Assistants and Project Assistants for  
National Cultural Audiovisual Archives Project**

The Indira Gandhi National Centre for the Arts (IGNCA) is visualized as a Centre, encompassing all arts, especially in their dimension of mutual inter-dependence. The arts are understood to comprise the fields of creative and critical literature, written and oral; the visual arts ranging from architecture, sculpture, painting and graphics to photography and film; the performing arts of music, dance and theatre in their broadest connotation. The fundamental approach of the Centre in all its work is both multi-disciplinary and inter-disciplinary. Through specific projects, the inter-dependence amongst the arts and between the arts with other forms of cultural expressions is investigated, recorded and presented.

The National Cultural Audiovisual Archives Project has been instituted with the chief objective of identifying and preserving the cultural heritage of India available in audiovisual form in institutions across the country through a process of digitization and making it accessible to the people. Part of this work would include instituting state-of-the-art digitization and storage systems through the aegis of IGNCA and Partner Institutions to preserve these audiovisual resources. It is envisaged that a dedicated website and a virtual network of these repositories and offering online access to their resources, programming schedules etc. would be set up. The genres to be covered will include oral traditions, traditional crafts and textiles, dance, music and theatrical practices, cultural practices and traditional knowledge. Finally, instituting outreach and awareness programmes and building capacity in conservation, cataloguing, digitisation and retrieval of audiovisual materials is also going to be a major thrust area of the project.

The IGNCA is looking for 3 Research Assistants and 2 Project Assistants for successful implementation of the National Cultural Audiovisual Archives Project.

**1. Research Assistants – 3 Posts**

The Research Assistants will be responsible for supporting the Project Manager for documentation, digitization, awareness programmes, organizing training workshops and dissemination.

**Eligibility Criteria:**

1. Post-graduation from a University/Institution recognized by UGC;
2. Minimum of three years of experience in research in Humanities, with familiarity of Indian arts; and
3. Technical knowledge of digitization and data management.

**Age Limit:**

Not more than 35 years as on 1.1.2015.

**Tenure:**

Initially for one year, and extendable if the work requires.

**Remuneration:**

A consolidated amount of Rs. 30,000/- per month will be admissible.

**Travel:**

They will be eligible to travel within India in connection with their work.

They will be eligible for TA/DA as per IGNCA Rules.

**Mode of Selection:**

Applications would be short listing through screening and followed by an interview.

**Place of Posting:**

They will be posted at IGNCA in New Delhi.

**2. Project Assistant – 2 Posts**

The Project Assistant will be responsible for ongoing research, database management and metadata creation for the partnering Institution(s) as part of the National Cultural Audiovisual Archives (NCAA) Project:

**Eligibility Criteria:**

- 1) Masters Degree from a recognised University or Bachelors Degree along with 3 years of experience in a relevant field.
- 2) Functional knowledge of the English language.
- 3) Familiarity with the audiovisual field, preferably audiovisual archiving.
- 4) Knowledge of computers, with specific reference to database management systems.
- 5) Technical capability in dealing with the software application developed for the NCAA project.
- 6) Willingness to undergo training in domain of audiovisual archiving.

**Deliverables :**

Along with a monthly work report of the work done, the following are envisaged as deliverables as a requirement before the emoluments are released:

**Quarter 1:** Collection assessment report and the complete listing of holdings of the Partnering Institution, in the format followed by the Partnering Institution.

**Quarter 2:** Metadata creation in the format & standard developed by the NCAA project.

**Quarter 3:** Submission of detailed metadata for 2/3<sup>rd</sup> of the selected holdings of the Partnering Institution for the NCAA project.

**Quarter 4:** Completion of metadata creation for the selected holdings of the Partnering Institution and further metadata enrichment and, if possible, continuation of the same for the complete collection of the Partnering Institution.

**Age Limit:**

Not more than 35 years as on 1.1.2015.

**Tenure:**

Initially for one year, and extendable if the work requires.

**Remuneration:**

A consolidated amount of Rs. 25,000/- per month.

**Travel:**

They will be eligible to travel within India in connection with his/her work.

They will be eligible for TA/DA as per IGNCARules.

**Mode of Selection:**

Applications would be screened through short listing followed by an interview.

**Place of Posting:**

They will be posted at the location of the Partnering Institution.

**Application:**

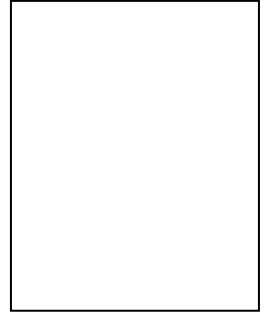
Candidates are requested to apply in the prescribed form given below, supported by self attested copies of testimonials, addressed to the Director (Admn), Indira Gandhi National Centre for the Arts, 11, Man Singh Road, New Delhi-110001 to reach on or before 10.11.2015.

The IGNCAReserves the right to reject any or all applications without assigning any reason. The decision of the IGNCARegarding selection of applicants for interview and/or appointment shall be final.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

Application form for the position of Research Assistant/Project Assistant  
for National Cultural Audiovisual Archives Project of IGNCA

**Position applied for:** \_\_\_\_\_



1. Name (in capital letters, as it appears in the Matriculation Certificate):
2. Present Address (with pin code):
3. Permanent Address:
4. Telephone no./Mobile no./E-mail/Fax no., if any:
5. Nationality:
6. Date of Birth:
7. Age as on 01-01-2015:
8. Sex (Male/Female):
9. Marital Status:

10. Category (SC/ST/OBC/PH/General):
  
11. Educational Qualifications starting with Post Graduation up to Matriculation detailing the Name of the Institution, Division/Class, Rank, Year, Degree/Diploma\*
  
12. Professional training attended, if any, along with the subject matter and duration\*
  
13. Previous work experience including the name of organizations, period of work and roles & responsibilities:
  
14. Details of published articles, including articles published in recognized journals\*
  
15. Previous research experience including the name of institutions, duration of research and subject areas:
  
16. Whether previously worked in IGNC: Yes/No  
If yes, in which capacity and time duration.
  
17. Two references:
  - 1)
  
  - 2)

\*attach additional sheet if required.

(Signature)

**Undertaking**

I undertake that the information furnished above is correct to the best of my knowledge and belief. In case any discrepancy is noticed in the information furnished by me during the course of my employment, it will be liable to be terminated forthwith without prejudice to any such action as may deem fit by the appointing authority.

(Signature of the applicant)

Name of the applicant

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

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