

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, IGNCA
(An Autonomous Trust under the Ministry of Culture, Govt. Of India)
JANPATH HOTEL BUILDING, JANPATH, NEW DELHI-110001

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualized as a Centre encompassing the study of all arts, especially in their dimension of inter-relationship and mutual interdependence. The IGNCAs 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 Accounts Branch of IGNCAs requires one position of “*Accounts Assistant*” on Contractual basis.

ACCOUNTS ASSISTANT

Educational Qualification

A Graduate degree in Commerce from a recognized University/CA Inter/CS Inter with 50% marks. He/she should have working knowledge of Audit and Accounts/Budgeting/Financial Matters.

Work Profile

1. Assist in preparation of Annual Accounts of the Headquarters of the Centre;
2. Assist in preparation of Annual Budget & Budgetary Control;
3. Monitoring of third party bills, contractor’s bills;
4. Accounting and budgeting for programs / seminars of the Centre;
5. Assist in handling RTI related to Department of Finance & Accounts of the Centre;
6. Scrutiny, verification & payments to contractors related to projects of the Centre;
7. Assist in preparation of all statements and accounts of CPF and NPS for employees of IGNCAs;
8. Assist in preparation of all statements, returns, challans, etc. of TDS & GST;
9. Preparation of Expenditure Control Register ;
10. Preparation of Bank Re-conciliation Statement ;
11. Preparation of Fund Flow Statement;
12. Any other assignment given by Financial Advisor & Chief Accounts Officer

Age limit

Not exceeding 35 years as on 30.06.2022.

Salary

Consolidated Remuneration – Rs.30,000/- per month.

Tenure

Initially for one year, extendable based on performance

Leave

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

Benefits

Other benefits like Medical, CPF and LTC etc. will not be admissible.

Travel

He/ She shall be eligible to travel within India in connection with official work. He/ She will be eligible for TA/DA as per IGNCA norms.

Mode of Selection : Through walk-in-interview.

Date of Interview: 28.06.2022 at 11:00AM

Place of Posting

He/ She will be posted at New Delhi.

Candidates should come to the venue along with duly completed application form and originals of the testimonials for verification at the time of walk-in-interview.

Only eligible candidates will be allowed to appear in the walk-in-interview.

Originals of the testimonials and proof of address should be produced for verification at the time of walk-in-interview.

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

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Recent Passport
size photograph

Application for the position of

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Age as on 30.06.2022 :
5. Address for correspondence with :
Ph. No(s) Office/Res./Mobile-mail ID.
6. Address (Permanent) :
7. Educational Qualifications (beginning with Matriculation, onwards) :

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

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

Office/ Institution	Post held	Experience From & To	i)Scale of pay ii)Basic Pay iii) Other Allowances	Nature of duties In detail (attach Separate sheets, If required)

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) Profession training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement.
- (Note: enclose a separate sheet, if space is insufficient)

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

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Chartered Accountant Firm
- (e) Company Secretary Firm

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. If any information is found incorrect, my candidature may be rejected by the Selection Committee.

(Signature of the
Candidate)

Date: