

**File No. 2/2/2016-SD/AM (Advt. No. 47/2021)**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA)**  
(An Autonomous Organization under the Ministry of Culture)  
**Janpath Building, Janpath, New Delhi - 110001**

Date: 01/11/2021

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 engagement of **one position of Publication Officer** in IGNCA, New Delhi.

The engagement will be on contract basis for an initial period of one year on a consolidated remuneration of Rs. 60,000/- per month and conveyance charges Rs. 5,000/- per month. Subsequent extension will depend upon review of performance and requirement of the IGNCA.

In this connection, the followings are required:

**Essential Qualification:**

- Masters Degree in Journalism, Media, Mass Communication, Humanities from a Recognized University or Equivalent with sound knowledge of English.
- Degree/Diploma in Printing Technology.

**Desirable:**

- Degree/Diploma in Book Publishing/Marketing and Sales from recognized Institute/ Organisation.

**Experience:**

- Ten years experience in the field of publishing of literary or academic books/magazines, journals/periodicals including editing and supervising distribution and sales of publications in a senior management level in Govt./Public/Private Undertaking/Autonomous Bodies/ Universities.
- Having sound knowledge of tendering process and able to correspond independently and able to handle staff administration.
- Working knowledge of Publication Division/Unit/Section for at least two years with Central/ State Government/ Agencies, PSUs, Autonomous Bodies/Enterprises etc.

**Maximum Age Limit**

- Not exceeding 60 years (Relaxations as per Government Rules).

**Mode of Selection:**

- Through advertisement published in Delhi's leading newspapers and applications would be screened short listing as per eligibility followed by an interview. Only shortlisted candidates will be called for an Interview.

**Closing Date:**

Applications in the prescribed proforma alongwith self attested photocopies of testimonials should be sent to the Director (Admn.), Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, New Delhi 110001, so as to reach that office within 30 days from the date of publication of advertisement in the Employment News. Only eligible candidate as per prescribed qualification and experience should

apply. In case of receipt of large number of applications, IGCA reserves the right to fix the criteria for short listing of applications and such shortlisted candidate will only be called for interview.

Those who are applying for deputation basis should forward their application through Proper Channel alongwith 5 (five) years APARs and vigilance/integrity clearance certificate.

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

Director (Admn.)  
IGCA



9. 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):
10. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
11. 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)

12. In case the present employment is held on deputation/contract basis please state:
- The date of initial appointment
  - Period of appointment on contract basis
  - The pay scale presently held
  - The current pay scale in your parent organization (if you had been there):
  - Name of the parent office/organization to which you belong  
(Note: enclose a separate sheet, if space is insufficient)
13. 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
- Additional academic qualification
  - Professional training
  - Work experience over and above prescribed in the vacancy circular/advertisement  
(Note: enclose a separate sheet, if space is insufficient)
14. Remarks: The candidates may indicate information with regard to
- Reports and special projects
  - Awards/scholarships/official appreciation
  - Affiliation with the professional bodies/institutions/societies and
  - Any other information  
(Note: enclose a separate sheet, if space is insufficient)
15. Service to which belongs :
16. Nature of present employment i.e. ad-hoc or (temporary) quasi-permanent or permanent

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

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government undertaking
- (e) Universities

18. 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

19. 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:

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

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**  
**Name & Designation**  
**(Office seal)**