

File No. 12/222/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
JANPATH BUILDING JANPATH, NEW DELHI-110 001

Date : 01.11.2023

The Indira Gandhi National Centre for the Arts (IGNCA) is an autonomous Trust under the Ministry of Culture, Government of India. It is visualized as a centre, encompassing the study of all arts specially in their dimension of inter-relationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. Fundamental approach of the centre in all its work is multi-disciplinary and holistic.

IGNCA invites applications to fill up posts on contract basis as per the details given below through Walk-in-interview.

1. Name of the Post: Finance Coordinator

No. of Post: One (01)

Duration of work: One year (Extendable)

Age limit: Not exceeding 40 years as on 31.03.2023

Remuneration: Rs.60,000/- per month

Educational Qualification: Qualified CA

Work Experience: Minimum 2 years in any Government/PSUs/Autonomous Organisation/other

Work Proficiency:

Knowledge of Computer, Accounts, Financial and Taxation matters including proficiency in TALLY.

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, contractors' bills;
4. Accounting and budgeting for programs / seminars of the Centre;
5. Assist in handling RTI matters 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 IGNCA;
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.

Other Details

Place of posting: IGNCA, New Delhi

Mode of Selection: Walk-in Interview

Date of Interview: 10.11.2023

Time: 11.00 AM

Reporting Time- 10.00 AM

2. Name of the Post: Sr. Accounts Assistant

No. of Post: One (01)

Duration of work: One year (extendable)

Age limit: Not exceeding 35 years as on 31.03.2023

Remuneration: Rs.40,000/- per month

Educational Qualification: A Master's Degree in Commerce/Finance with 50% marks/CA Intermediate

Work Experience: Minimum 1 year in any Government/PSUs/Autonomous Organisation/other

Work Proficiency: Knowledge of Computer, Accounts, Financial and Taxation matters.

Work Profile:

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

Other Details

Place of posting: IGNCAs, New Delhi

Mode of Selection: Walk-in Interview

Date of Interview: 10.11.2023

Time: 11.00 AM

Reporting Time 10.00 AM

Place of Interview:

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Original and Copy of Identity Proof (Aadhar Card/ PAN Card/ Voter-ID/ Driving Licence) is mandatory to bring. Candidates are requested to report on time for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

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

Director (A)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position of

Recent Passport size Photograph

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

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

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. 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)

13. Remarks: The candidates may indicate information with regard to

- (i) Reports and special projects
- (ii) Awards/scholarships/official appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and
- (iv) Any other information

(Note: enclose a separate sheet, if space is insufficient)

14. Service to which belongs :

15. Nature of present employment if any. :

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)

