

File No: PRGM-III/768/2021-KD
Indira Gandhi National Centre for the Arts, IGNCA. New Delhi
(An Autonomous Trust under the Ministry of Culture)
No. 11, Man Singh Road, New Delhi 110001

Date: 19 April, 2021

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualised as a Centre encompassing the study of all arts, especially in their dimension of interrelationship 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.

These posts are being advertised by Kaladarsana Division of IGNCAs. The objective of this Division is to disseminate art and culture to the public and facilitate a platform for engagement and dialogue. It manifests the academic outcome of IGNCAs in multiple forms like exhibitions, musical programmes, workshops and seminars. It provides a window to the outside world through its outreach and publicity related programmes.

Requirements as listed below are to work under Aatmanirbhar Bharat Centre for Design at the Red Fort. Ministry of Culture, Government of India has proposed to set up this Design Centre with the mandate of 'Education, Experience & Economic Value Addition' at Red Fort Premises to highlight and celebrate the Geographically Identified (GI) Products from India as a success story of Aatmanirbhar Bharat. The proposed Centre will not only provide a platform for exposure to craftsmen, but will also come up as the only state-of-the-art space in India for design collaborations, product development and marketing.

POSITION: PROJECT MANAGER

No. of Post: 01 (one)

Duration of work – Initially for a period of one year, and extendable based on performance and requirement

Age Limit: Not less than 45 years as on 1.4.2021

Remuneration: Rs.75,000/- per month, and negotiable depending upon experience and suitability for the job

Educational Qualification:

- Master's Degree with 55% marks in Art History/Museology/History/Fine Arts/Conservation/Anthropology or Management related or allied field from any recognized University.

Desirable Qualifications

- Experience of at least ten years in organizing major events /managing arts and culture space/curating significant exhibitions/managing cultural institutions/project designing/outreach/product and market development as part of Government or private art organization.
- Proficiency in MS Office, basic proposal writing and event management skills.
- Very good written and verbal communication skills in English and Hindi
- Ability to work efficiently on fast-paced projects with defined timelines

POSITION: PROJECT ASSOCIATE – Research and Coordination

No. of Post: 01 (one)

Duration of work – Initially for a period of Six months, and extendable based on performance and requirement

Age Limit: Not more than 40 years as on 1.4.2021.

Remuneration: Rs.40,000/- per month.

Educational Qualification:

- Master’s Degree in Art History/Museology/History/Fine Arts/Anthropology/Art and Culture Management related or allied field from any recognized University.

Desirable Qualifications

- Minimum five years of experience in research projects or programme coordination. Preference will be given to candidates who have worked in the art and craft sector.
- Proficiency in MS Office, basic proposal writing and event management skills.
- Strong research and writing skills
- Very good written and oral communication skills in English and Hindi

POSITION: PROJECT ASSOCIATE – Management and Outreach

No. of Post: 01 (one)

Duration of work – Initially for a period of Six months, and extendable based on performance and requirement

Age Limit: Not more than 40 years as on 1.4.2021.

Remuneration: Rs.40,000/- per month.

Educational Qualification:

- Master’s Degree in Art History/Media/English Literature/Mass Communication/Journalism /Art and Culture Management related or allied field from any recognized University.

Work Experience

Minimum two years of relevant experience in PR/Communications, Marketing/related fields, working organisations in art and crafts sector

Desirable Qualifications

- Minimum three years of experience in Public Relations, Social Media, Content Writing, Editing, or development of media relationships. Preference will be given to candidates who have worked in the art and craft sector.
- Solid grasp of all basic public relations tools and their usage
- Strong writing and editing skills and the ability to develop media
- Fundamental understanding of media outreach assignments and the ability to apply experience and initiative in developing appropriate traditional and online media strategies
- Very good written and oral communication skills in English and Hindi

POSITION: CONTENT WRITER

No. of Post: 01 (one)

Duration of work – Six months and extendable depending on requirement and performance

Age Limit: Not more than 40 years as on 1.4.2021.

Remuneration: Rs.40,000/- per month.

Educational Qualifications:

- Master's Degree in English, Journalism, Art History, Anthropology/Public Relations/Advertising or other art and craft related fields.

Desirable Qualifications

- A minimum of three years of relevant experience in content writing in art and craft.
- Proven content writing or copywriting experience.
- Proficient in all Microsoft Office applications.
- The ability to work in a fast-paced environment.
- Strong research skills

POSITION: GRAPHIC DESIGNER

No. of Post: 01 (one)

Duration of work – Six months and extendable based on requirement and performance

Age Limit: Not more than 40 years as on 1.4.2021.

Remuneration: Rs.40,000/- per month.

Educational Qualifications:

- Bachelors or Post Graduate Diploma in Graphic Design / Product Design / Applied Arts / Multimedia Arts and other relevant subjects

Desirable Qualifications

- Minimum three years of experience in design related works. Preference will be given to candidates who have worked in the art and culture sector.
- Thorough knowledge of design software and digital media - Coral Draw, Photoshop, Illustrator, etc.
- Proficiency in languages and communication

POSITION: PROJECT ASSISTANT - Research

No. of Post: 01 (one)

Duration of work – Six months and extendable depending on requirement and performance

Age Limit: Not more than 35 years as on 1.4.2021.

Remuneration: Rs.30,000/- per month.

Educational Qualifications:

- Master's Degree in Art History/Museology/History/Fine Arts/Anthropology or allied field from any recognized University.

Desirable Qualifications

- Prior work experience of at least two years in research in the arts and culture space as part of a Government or private art organization.
- Proficiency in MS Office and event management skills.
- Good written and oral communication skills in English and Hindi

POSITION: PROJECT ASSISTANT - Management

No. of Post: 01 (one)

Duration of work – Six months and extendable depending on requirement and performance

Age Limit: Not more than 35 years as on 1.4.2021.

Remuneration: Rs.30,000/- per month.

Educational Qualifications:

- Master's Degree or Post Graduate Diploma in Arts/Management/Mass Communication from any recognized University.

Desirable Qualifications

- Prior work experience of at least two years in management of arts and culture space as part of a Government or private art organization.
- Proficiency in MS Office and event management skills.
- Good written and oral communication skills in English and Hindi

POSITION: OFFICE ASSISTANT

No. of Post: 01 (one)

Duration of work – Six months, and extendable based on performance and requirements

Age Limit: Not more than 30 years as on 1.4.2021.

Remuneration: Rs.20,000/- per month.

Educational Qualifications:

- Any Bachelor's Degree from a recognised University
- One year Computer Application Certificate

Desirable Qualifications

- Prior work experience of at least 2 years
- Minimum one year of experience in office management, data entry and record keeping
- Working knowledge of MS office
- Good written and oral communication skills in English and Hindi

Mode of Selection

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

Basis of appointment

Purely project based, till completion of Project.

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 shall be final.

Closing Date: 11 June 2021

Duly completed application and self-attested copy of the testimonials, experiences if any should be sent to the email **abcd.ignca@gmail.com** with the subject as ***"Application for the post of"***.

Completed applications should reach to the above email **on or before 11 June 2021**. Late submission of application will not be considered.

Only eligible candidates will be allowed to appear in the interview. They will be informed of the interview date and time on an email.

Originals of the testimonials and proof of address should be produced for verification at the time of Interview.

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: _____

Note: Originals of the testimonials should be produced at the time of verification / interview.

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
10. 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 / Total)	Pay / Emoluments drawn	Nature of duties in detail (attach sheets if required)

11. 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) Candidates should enclose a detailed CV.
 - (ii) Additional academic qualification.
 - (iii) Professional training.
 - (iv) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient).

12. Additional details about the present employment. Please state whether working under : (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.
