

File No: 3/50/2014-/SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU
(Ministry of Culture, Government of India)
Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Regional Centre at Bengaluru is visualised as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA 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 IGNCA Regional Centre in Bengaluru spread over seven acres outside the precincts of the Bengaluru University campus. The Regional Centre is a nodal centre for research, archival and documentation in arts. The Centre has initiated several research projects and academic activities focusing on the cultural heritage of South India.

The IGNCA RCB intends to engage one position of **“PS to Regional Director”** on Contract basis.

Details of the Position:

Name of Position	:	PS to Regional Director
Number of Position	:	One
Remuneration	:	Rs. 20,000/- per month
Period	:	One year
Age	:	Not exceeding 35 years as on 01.01.2023
Place of Posting	:	Bengaluru

Educational Qualification:

1. Bachelor’s degree from a recognized University
2. Diploma or certificate in Computer Application / Desktop Publishing from a recognized institution of repute.(Preferably from a Government or Autonomous organization)
3. Diploma or certificate in Personal Secretary / Personal Assistant from a recognized institution of repute.(Preferably from a Government or Autonomous organization)

Experience:

Minimum 01 (One) year experience in the field of private secretary, personal assistant, office administration and project management.

Tenure:

Initially for a period of one year. Term could be renewable based on performance review.

Work Profile:

- Acting as a first point of contact for visitors and phone calls by responding, passing on messages or highlighting them for their director's attention.
- Managing diaries and organising meetings and appointments, often controlling access to the Director.
- Booking and arranging travel, transport and accommodation.
- Organising events and conferences, contacting advisory board members, meetings, follow-up and keeping track records.
- Reminding the director of important tasks, guest for cultural programme in house and other public programmes.
- Typing, compiling and preparing reports, presentations and correspondence.
- Liaising with staff, mentors, artists and clients
- **Important Note:**

Application and self-attested copy of the testimonials, experiences if any should be sent in a closed envelope super scribed with **"Application for the post of PS to Regional Director"** to the following address:

The Regional Director,

Indira Gandhi National Centre for the Arts,
Regional Centre, Kengunte Circle,
Mallathahalli, Jnanabharathi Post,
Bengaluru – 560056.

It is to ensure that completed applications should reach to this office on or before **21.01. 2023**. Late submission of application will not be considered.

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

The IGNCA reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for Interview and or engagement shall be final and binding.

Regional Director (Bengluru)

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU**

Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

Place for
affixing
Passport
size Photo

APPLICATION FORM

Application for the position: _____

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University / Board	% of Marks	Class / Division

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.

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: _____