

File No. 3/25/2022-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ART
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Janpath Building, Janpath, New Delhi-110001

Dated: 05.02.2024

The IGNC A for the Arts (IGNCA) an Autonomous Trust under Ministry of Culture, Govt. of India intends to engage one Consultant on contract basis in IGNC A. The eligibility criteria are as under:-

I. CONSULTANT: 01 (One)

- (i) **Essential Qualification:** Graduation in any stream
- (ii) **Experience:**
Retired Section Officer with five (05) years of service in the grade or Director/Deputy Secretary with experience of drafting, noting, budget, Accounts, office procedure etc. in Govt./PSU/Autonomous Organization is essential, should have excellent communications and interpersonal skills, knowledge of computer applications such as MS word, MS Excel and Power Point, etc.
- (iii) **Work Profile :**
Matters relating to Establishment, Administration, Finance, Accounts, Procurement
- (iv) **Maximum Age Limit:** Not exceeding 63 years as on 01.01.2024
- (v) **Remuneration:** As per IGNC A norms
- (vi) **Duration of Work:** Initially for one year which may be extended as per performance and requirement.
- (vii) **Mode of Selection:** Walk in Interview.

Other Details:

Date of Interview: 14.02.2024 at 12:30 PM

Place of Interview: IGNC A, 3rd floor, A wing, Room no. 314, Janpath Building, Janpath, New Delhi.

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Candidates are requested to report at 12:00 noon for verification of original certificates and only eligible candidates will be allowed to appear for the interview

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

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position of Consultant

Recent
Passport
size
Photograph

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era): (present age (as on 1.01.2024)
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	Nature of duties in detail (attach Separate sheets, If

			iv)Present/past pay scale in the Grade pay	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)

Place:

Date: