

3/25/2022-SD/AM

Indira Gandhi National Centre for the Arts.

Janpath Building, Janpath Road, New Delhi 110001

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualized 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.

Following positions are to be filled on short term contract basis in IGNCA through Walk-in-Interview.

Date: 13.03.2023, Reporting Time : 0930 to 1030 A.M. , Interview Time : 10.30 A.M.

Office Assistant : 02 (S&S)

Age	Not Exceeding 35 Years as on 01-02-2023 Relax able for Candidate having experience in Govt Department.
Initial Period of Engagement	One Year (Extendable)
Remuneration	Rs30,000/- Per Month (Consolidated)
Essential Qualification	Graduate
Experiance	01 Year Experience in relevant field
Desirable Qualification	1. Candidate with knowledge of Govt procurement procedure. 2. Fluency in writing in English and Hindi. 3. Communication and coordination skills.

Out Reach Coordinator: 01

Age	Not Exceeding 45 Years as on 01-02-2023
Initial Period of Engagement	One Year (Extendable)
Remuneration	Rs60,000/- Per Month (Consolidated)
Experiance	10 Years Experience in relevant field with 5 years in direct media interaction.
Essential Qualification	Post Graduate Degree in Journalism, Mass Communication or allied field.
Desirable Qualification	Fluency in writing in English and Hindi. Communication and coordination skills.

Office Assistant : 02 (Estt.)

Age	Not Exceeding 35 Years as on 01-02-2023. Relax able for Candidate having experience in Govt Department.
Initial Period of Engagement	One Year (Extendable)
Remuneration	Rs.30,000/- Per Month (Consolidated)
Essential Qualification	Graduate
Experiance	01 Year Experience in relevant field
Desirable Qualification	Knowledge of noting, drafting, Correspondence and filing system in Govt Office. Typing on computer. Experienced candidate will be preferred.

DEO and Typist :01

Age	Not Exceeding 40 Years as on 01-02-2023
Initial Period of Engagement	One Year (Extendable)
Remuneration	Rs30,000/- Per Month (Consolidated)
Essential Qualification	1. Graduate from a UGC recognised University/Institution . 2. Typing Speed 40-50 W.P.M. in Hindi, English and Sanskrit 3. Knowledge of Photoshop and Designing 4. Knowledge of Typesetting
Desirable Qualification	Excellent Academic records & Skilled on Computer, Typing, Microsoft Tools,

Candidates are to fill up the form attached as Annexure 'A' carefully. Attach self attested photo copy of all documents mentioned in form and produce the same at the time of reporting. All original documents are to be produced at the time of 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/interview/engagement of applicant shall be final and binding.

Director(A)
IGNCA



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Janpath Building, Janpath Road New Delhi- 110001

APPLICATION FORM

Application for the post of: _____

Place for affixing
passport size
photo

1. Name :
2. Father's Name :
3. Date of Birth (in Christian Era) :
4. Correspondence Address :
5. Address (permanent) :
6. Telephone No./Mobile No./Email :
7. Aadhar Card No :
8. PAN card No :
7. Educational Qualifications (beginning with Matriculation onwards)

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

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post: YES/NO

9. 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/ Nature of Work	Experience		
		From	To	Total

10. 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 prescribed in the vacancy circular/advertisement
(Note: enclose a separate sheet, if space is insufficient)

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 self attested documents submitted by me at the time of selection for the post.

(Signature of the Applicant)

Date: _____

Place: _____