

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
JANPATH BUILDING,
JANPATH, NEW DELHI-110001

The Indira Gandhi National Centre for the Arts (IGNCA) an autonomous body under the Ministry of Culture Government of India is visualised as a centre and compassing the study of all arts specially in their dimension of inter relationship and mutual interdependence the IGNCA took place the arts within the context of the natural and human environment. Fundamental approach of the centre is all its work in multi-disciplinary and holistic. We intend to hire following persons to form a PMU for a Project of National importance.

I. Post Required: Senior Consultant (for retired government official not below the rank of Director)

No of Posts : Two

Educational Qualification: Master's Degree in any subject

Work Experience: Minimum 15 years in any Government/PSUs/Autonomous Organisation.

Work Profile: Knowledge in Administration/Accounts/ Finance/Procurement

Duration of Work: One year (Extendable).

Age Limit: Not exceeding 62 years as on 30/06/2022

Remuneration: As per Government Rules

II. Post Required: Project Coordinator (Management)

No of Post : One

Educational Qualification: Master's Degree in Management/Administration.

Work Experience: Minimum 3 years in any Government/PSUs/Autonomous Organisation, handling programmes, projects, exhibitions, Installations.

Work Profile: Knowledge of Computer, supervision, co-ordination and management of working groups

Duration of Work: One year (Extendable)

Age Limit: Not exceeding 40 years as on 30/06/2022

Remuneration: Rs. 60,000/- Per month

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III. Post Required: Project Coordinator (Legal).

No of Post : One

Educational Qualification: Master's Degree in Law.

Work Experience: Minimum 3 years in any Government/PSUs/Autonomous Organisation.

Work Profile: Knowledge of Legal Matters, Contracts, MOU, Agreements, IPR issues

Duration of Work: One year (Extendable).

Age Limit: Not exceeding 40 years as on 30/06/2022

Remuneration: Rs.60,000/- Per month.

IV. Post Required: Project Coordinator (Finance)

No of Post : One

Educational Qualification: Master's Degree in Finance or CA Intermediate

Work Experience: Minimum 3 years in any Government/PSUs/Autonomous Organisation.

Work Profile: Knowledge of Compute, Accounts and Financial matters.

Duration of Work: One year (Extendable)

Age Limit: Not exceeding 40 years as on 30/06/2022

Remuneration:Rs.60,000/- Per month.

OTHER DETAILS

Place of Posting: IGNCA, New Delhi

Travel: He/She will be expected to travel within India in connection with work. He/She will be eligible for TA/DA as per the IGNCA official rules.

Mode of Selection: Walk-in Interview.

Date of Interview: 25.06.2022.

Time: 11:00 AM

Reporting Time: 10:00 AM

Selected candidates will be required to join the duty on 01.07.2022

Submission of Application: Candidates are requested to fill in the prescribed form given below supported by CV and self-attested copies of testimonials and submit to IGNCA during interview.

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

Director (Admn.)



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Janpath Building, Janpath Road New Delhi- 110001

APPLICATION FORM

Place for affixing
passport size
photo

Application for the post of: _____

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. 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 :

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

(Signature of the Applicant)

Date: _____

Place: _____