

F.No.12/77/2023-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 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 positions are to be filled up on contract basis.

I. Accounts Officer : (01) One

Essential Qualifications:

- Bachelor Degree in Commerce from any 1recognized University
- Proficiency in Book Keeping & Tally
- Proficiency in English/Hindi and Gujarati (Written and Spoken)

Desirable Conditions:

- Resident of Vadodara or Adjoining areas to Vadodara city

Retired Government officers with prior knowledge of Accounting are also eligible to apply.

Work Experience:

Minimum 5 years experience in Audit/Accounts/Budgeting/Financial Dealings in Government offices/PSU/Autonomous Organisations.

Work Profile:

The Accounts Officer will be responsible for maintaining the financial dealings along with maintenance of ledger book/bank book/and all account related information in the Regional Centre of Vadodara, IGNCA. The AO will be responsible for the effective financial management of the centre.

Age Limit: Not exceeding 63 years as on 30/06/2023.

Duration of work – Initially for a period of one year which may be extended as per performance and requirement.

Remuneration: Rs. 25,000/- per month.

II. Office Assistant :(01) One

Essential Qualifications:

- Bachelor Degree in Commerce /Business Administration/Computer Applications/ Humanities from any recognised University
- Proficiency in English, Gujarati and Hindi (Written and Spoken)
- Diploma/Certificate in Desk Top/Computer Applications.

Work Experience:

- Minimum 2 years' experience in Dealings in Government offices/PSU/Autonomous Organisations.

Desirable Conditions:

Prior knowledge of procurement & file management as in Government offices/PSU/Autonomous Organisations

- Resident of Vadodara or Adjoining areas to Vadodara city

Retired Government officers with prior knowledge of Office Administration are also eligible to apply.

Work Profile:

The Office Administrator will be responsible for purchase, hiring and all other administrative works along with proper file maintenance and communication management in the Regional Centre of Vadodara, IGNCA. The OA will be responsible for the effective organisation of events and day to day running of the centre.

Age Limit: Not exceeding 63 years as on 30/06/2023.

Duration of work – Initially for a period of one year which may be extended as per performance and requirement.

Remuneration: Rs. 20,000/- per month

III. PS to RD: (01) One

Essential Qualifications:

- Bachelor Degree in Humanities/Fine Arts/Performing Arts from any recognised University
- Proficiency in English, Gujarati and Hindi (Written and Spoken)
- Diploma/Certificate in Personal Secretary/Personal Assistant from recognised institution
- Proficiency in MS office.

Desirable Conditions:

- Knowledge about Arts and Heritage of India
- Resident of Vadodara or Adjoining areas to Vadodara city
- Good typing skill

Work Experience:

- Minimum 2 years of relevant working experience in organizing/managing programmes/ events in the arts and culture space either in an individual capacity or as part of a government or nongovernment organization and/or interacting /working in a mass media environment.

Work Profile:

The PS to RD will be responsible for secretarial assistance including taking dictations and typing of various letters/documents/research papers in Hindi/Gujarati/English. He/She can do typing, compiling and preparing reports, presentations and correspondence. He/She can efficiently organise events and conference including contacting Advisory committee members. He/She should be responsible for meetings, follow-up and liasoning with artists and scholars.

Age Limit: Not exceeding 32 years as on 30/06/2023.

Duration of work – Initially for a period of one year which may be extended as per performance and requirement.

Remuneration: Rs. 20,000/- per month

Place of Posting: He/She will be posted in Vadodara.

Mode of selection : An advertisement will be published in Gujarat'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.

Submission of Application – Candidates are requested to fill in the prescribed form given below supported by CV and self-attested copies of testimonials via **Email: requirement.igncavrc@gmail.com before 10th July, 2023.**

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.



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 position 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 Total	To	

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: _____