

F. No. 12/106/2023-SD/AM
Indira Gandhi National Centre for the Arts
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Janpath Building, Janpath, New Delhi- 110 001

Dated: 13.07.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust 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 independence. 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 multidisciplinary and holistic.

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage **one position of Account Officer, Private Secretary (P.S.) and Project Assistant its Regional Centre, Jammu Kashmir** purely on a contractual basis. The job specifications, eligibility and other terms & conditions are given as under:-

I. Accounts Officer : 01 (One)

Educational Qualifications:

Essential: Bachelor's degree from a recognised University preferably in Commerce

Desirable: Minimum five years of experience in finance/accounts/ auditing matters preferably in Govt /budgeting/PSU/Autonomous Organisation.

- Knowledge of financial rules, GST, IT
- An adequate knowledge of computer applications.
- **Tenure** - Initially for a period of one year (renewable based on performance review and requirement)
- **Remuneration**- Consolidated remuneration of Rs.25,000/- p.m.
- **Age** - Not exceeding 40 years as on 01.08.2023 (Relaxable in the case of retired persons with or above 10 years of experience in finance/accounts/ budgeting/auditing matters in Govt./ PSU/Autonomous organizations)

Work Profile:

- Entire responsibility of the accounts section including salary, GST, IT, budgeting, leasing, banking, bank guarantees, contracts, processing third-party bills - scrutiny, verification, payments etc.

II. Private Secretary to RD: 01 (One)

Educational Qualifications:

- Bachelor's degree from any recognized university. Proficiency in MS Office and Good communication skills in English, Hindi, Dogri, Kashmiri

- **Remuneration:** Consolidated remuneration of Rs.20,000/- per month
- **Age:** Not exceeding 30 years on the date of the interview.
- **Tenure:** Initially for a period of six months which may be extended as per requirement & performance
- **Job Specifications:**
Maintain the office of the Regional Director; arrange meetings in Regional Director's office, liaison with Head Quarter, other offices, visitors to RD's office and any other work assigned by the Regional Director from time to time.
- **Date of Interview:** 24.07.2023
- **Time:** 10.30 A.M
- **Reporting Time:** 9.30 A.M.
- **Mode of Selection:** Through Walk-in -Interview.
- **Place of Interview:** Indira Gandhi National Centre for the Arts, Pavilion Building Behind GGM Science College, PRMR+939, Canal Rd, Suraj Nagar, Jammu 180016.
- **Place of posting:** IGNCA, Regional Centre, Jammu

III. **Project Assistant : 01 (One)**

Educational Qualifications

- Master's degree in History, Humanities, Culture studies
- The candidate must have adequate knowledge of MS Office/Computer Applications.
- Preference will be given to the candidate with NET/JRF or Ph.D in History

Age Limit: Not more than 30 years

Experience:

- Minimum 1 year of experience in History, Humanities, Culture studies for the Master's degree (except for the NET/JRF and Phd. Holders)
- Good knowledge of English language, both written and oral.
- Candidate should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment

Tenure: Initially for a period of six months, and extendable based on performance and requirement.

Remuneration: Rs. 30,000/- per month.

Date of Interview: 25.07.2023

Time: 10.30 A.M

Reporting Time: 9.30 A.M.

Mode of Selection: Through Walk-in -Interview.

**Place of Interview: Indira Gandhi National Centre for the Arts, Pavilion Building
Behind GGM Science College, PRMR+939, Canal Rd, Suraj Nagar, Jammu 180016,**

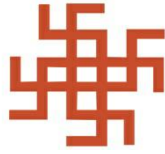
Place of posting: He/She will be posted in IGNCA, Regional Centre, Jammu

Candidates are required to fill in the prescribed form given below supported by CV and self - attested copies of testimonials and submit them to the IGNCA during the Interview.

Original of the testimonials and proof of address should be produced for verification at the time of 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 the interview and/or engagement shall be final.

Director (Admn.)
IGNCA



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

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	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: _____