

File No: 3/33/2017-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Ministry of Culture, Government of India
REGIONAL CENTRE (North East), GUWAHATI
Hem Chandra Road, Uzan Bazar, Guwahati -7810001

Dated 14.03.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution of the Ministry of Culture, Government of India, is 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 IGNCA Regional Centre (North East) Guwahati covers the eight states of North East India. The Centre intends to engage the following personnel to work under the overall supervision and guidance of the Regional Director:

1. **Name of Position :Accounts Officer**

- **Number of position-** 01
- **Place of posting** - Guwahati
- **Tenure** - Initially for a period of one year (renewable based on performance review and requirement)
- **Salary** - Consolidated remuneration of Rs.25,000/- p.m.
- **Age** - Not exceeding 40 years as on 01.01.2023 (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)

Qualifications:

Educational:

- Bachelor's degree from a recognised University preferably in Commerce
- Knowledge of computer applications.

Experience:

- Minimum 2years of relevant working experience in finance/accounts/ auditing matters preferably in Govt./ PSU/Autonomous organization etc.

Desirable:

- Knowledge of financial rules, GST, IT

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.

- **Mode of Selection:** Walk in Interview

Other Details:

Date of Interview: 23rd March 2023 at 10.30 AM

Place of Interview: **INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
First Floor, House No.5, Hem Chandra Road,
Uzan Bazar, Guwahati 7810001.**

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Candidates are requested to report latest by 09.30 AM for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

The IGNCA reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

Director (Admn.)
IGNCA

Note: Originals of the testimonials to be produced at the time of verification/interview.

9. Please state clearly whether in the light of the entries made by you above, you meet the requirement of the post :
10. 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	Experience From (m/y)- To (m/y) (Total duration in bracket)	Pay / Emoluments drawn	Nature of duties in detail (attach sheets if required)

11. 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:[Candidates should enclose a detailed CV]

- (i) Additional academic qualification:
- (ii) Professional training:
- (iii) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient).

12. Additional details about the present employment. Please state whether working under (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking (d) Other

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: _____