

File: 3/60/2017-SD/AM  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
REGIONAL CENTRE RANCHI  
(An Autonomous Trust under the Ministry of Culture, Govt. of India)

Date: 14.03.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Regional Centre at Ranchi 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.

Regional Centre, Ranchi focuses on field-based research, documentations, conservation, preservation and dissemination of Tribal Arts.

IGNCA intends to engage one position of Account Officer, purely on contractual basis for its Regional Centre, Ranchi. The job specifications, eligibility and other terms & conditions are given as under:

**Accounts Officer(One)**

- |                             |   |
|-----------------------------|---|
| 1. Essential qualification: | Graduate in Commerce.   |
| 2. Desirable Qualification: | Minimum five years of experience of audit and accounts/budgeting/financial matters in Govt/ PSU/Autonomous Organisation. Computer proficiency is desirable. |
| 3. Work Profile:            | Administration/Accounts/ Finance/ Procurement   |
| 4. Maximum Age limit:       | Not exceeding 62 years as on 31.03.2023.  |
| 5. Remuneration:            | Rs. 25,000/- per month  |
| 6. Duration of Work:        | Initially for one year which may be extended as per performance and requirement.  |
| 7. Mode of Selection:       | Walk in Interview   |

**Other Details:**

**Date of Interview:** 21<sup>st</sup> March 2023 at 10.30 AM

**Place of Interview: INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
E. D. P. C. Building, Ranchi University Campus, Morabadi,  
Ranchi– 834008 Jharkhand

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

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

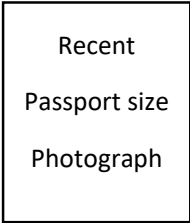
(An autonomous Trust under the Ministry of Culture, Government of India)

Regional Centre, Ranchi.

E. D. P. C. Building Ranchi University Campus Morabadi, Ranchi– 834008 Jharkhand

**Application form for the Position of Accounts Officer**

- 1. Name & Address (in block letters) :
- 2. Father's Name :
- 3. Date of Birth (in Christian era) & Age :
- 4. Address for correspondence :
- 5. Contact telephone number & email ID :
- 6. Address (Permanent) :



- 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/Organization	Post held	From & To	Nature of duties in detail (attach Separate sheets, if required)

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:-

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

11. Nature of present employment if any:

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 Candidate)

Date: