

F.No.4/15/2018-SD/AM
Indira Gandhi National Centre for the Arts
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Regional Centre, Thrissur
NaduvilMadham building, Thekkemadham Road,
Pazhayanadakkavu, Thrissur, Kerala – 680001

Dated: 22.03.2023

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

1. Private Secretary: 01 (One)

- **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.
- **Qualifications:** Bachelor's degree from a recognized university. Proficiency in MS Office and Good communication skills in English.
- **Remuneration:** Consolidated Rs.20,000/- per month
- **Tenure:** Initially for a period of one year which may be extended as per requirement & performance.
- **Age:** Not exceeding 30 years on the date of the interview.
- **Experience:** Three years of experience in the relevant field.
- **Desirable:** Conversant in Hindi; knowledge of English shorthand;
- working/association with cultural organizations.
- **Mode of Selection:** Through Walk-in Interview.
- **Place of posting:** IGNCA, Regional Centre, Thrissur

2. Project Assistant: 01 (One)

Job Specifications: Requirement of Project Assistant to work on various Projects and activities at the IGNCA Regional Centre, Thrissur.

Educational Qualifications:

- Master's Degree in any Performing Arts subject (Music, Dance, etc.)
(OR)
- Master's Degree in Vedic Studies/Sanskrit
(OR)
- Master's Degree in Cultural Studies

(AND)

- The candidate must have adequate knowledge of MS Office/Computer Applications.

Experience: Minimum 2 years in organizing programmes/Coordinating projects with a reputed organization.

Work Profile: The project Assistant will assist in the coordination of the Projects and Programmes.

Duration of work: One year or till completion of the project assigned.

Age Limit: Not exceeding 35 years

Remuneration: Rs.30, 000/- per month

Place of posting: IGNCA, Regional Centre, Thrissur

Mode of Selection : Walk- in Interview on 5th April, 2023 at 10.30 am

Place of Interview: IGNCA's, Regional Centre, Thrissur, Naduvil Madham building, Thekkemadham Road, Pazhayanadakkavu, Thrissur Kerala- 680001.

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 (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Regional Centre, Thrissur
Naduvilmadham, Thekkemadham Road,
Pazhayanadakkavu, Kerala – 680001

Application form for the Position of

Recent
Passport
size
Photograph

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 the 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:-
- (i) Additional academic qualification
 - (ii) Professional training
 - (iii) 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: