

File No. 12/102/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
JANPATH BUILDING JANPATH, NEW DELHI-110 001

Date: 22.12.2023

The Indira Gandhi National Centre for the Arts (IGNCA) is an autonomous Trust under the Ministry of Culture, Government of India. It is visualized as a centre, encompassing the study of all arts specially in their dimension of inter-relationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. Fundamental approach of the centre in all its work is multi-disciplinary and holistic.

IGNCA invites applications to fill up one (01) post of Project Assistant, one (01) post of Project Associate and one (01) post of Project Coordinator in Publication Unit on contract basis as per the details given below through Walk-in-interview.

1. Name of the Post: Project Assistant

No. of Post: One (01)

Duration of work: One year (Extendable based on performance and requirement)

Age limit: Not exceeding 35 years

Remuneration: Rs.35,000/- per month

Educational Qualification: Graduate in any discipline.

Desirable: Must have knowledge of Publishing Industry. Excellent Communication Skills, Proficiency in Language, Well versed with computers.

Experience: One year of experience or freshers also welcome

Nature of Duties: Managing Sale of Books Online (Amazon) and Offline effectively. Maintenance of records, maintaining store of Publication Unit, Data Entry Work. Assisting in Event Management/Projects Managing and Co-coordinating with Printers regarding printing of Banners, Standees, Managing Outreach of Books, Dispatch, Correspondence, etc.

2. Name of the Post: Project Associate

No. of Post: One (01)

Duration of work: One year (Extendable based on performance and requirement)

Age limit: Not exceeding 35 years

Remuneration: Rs.40,000/- per month

Educational Qualification: Master Degree Holder

Desirable: Must have knowledge of Publishing Industry. Excellent Communication Skills, Proficiency in Language, Well versed with computers.

Experience: Minimum Two years of experience

Nature of Duties: Managing /Organizing events exhibitions. Monitoring Sale of Books online and offline. Managing staff regarding preparation of bills, Book Quotations, Noting and Drafting. Creating proposals for upcoming publications, managing and knowledge of Printing work of banners, standees, books, etc.

3. Name of the Post: Project Coordinator

No. of Post: One (01)

Duration of work: One year (Extendable based on performance and requirement)

Age limit: Not exceeding 40 years

Remuneration: Rs.60,000/- per month

Educational Qualification: Master Degree in Literature.

Desirable:

- Good knowledge of English Language both written and oral.
- Preference would be given to candidates with proven experience in above subject.
- Knowledge of Computer, Administration and Management.
- Experience of working in a Govt./PSU/Autonomous Institution.

Experience: Minimum four years of experience in Management and Coordination

Other Details:

Place of Interview: 2nd Floor, A-Wing, IGNCA

Mode of Selection: Walk-in Interview

Date of Interview: 04.01.2024

Time: 10.30 AM

Reporting Time- 10.00 AM

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Original and Copy of Identity Proof (Aadhar Card/ PAN Card/ Voter-ID/ Driving Licence) is mandatory to bring. Candidates are requested to report on time 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 assigning any reason. The decision of the IGNCA regarding selection of applications for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

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) :

4. Address for correspondence with :
Ph Nos.
Office/Res./Mobile e-mail
ID.

5. Address (Permanent) :

6. Aadhar No. :
7. PAN Card No. :
8. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

9. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

10. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

11. 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	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

12. 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) Profession training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement
- (Note: enclose a separate sheet, if space is insufficient)

13. Remarks: The candidates may indicate information with regard to

- (i) Reports and special projects
 - (ii) Awards/scholarships/official appreciation
 - (iii) Affiliation with the professional bodies/institutions/societies and
 - (iv) Any other information
- (Note: enclose a separate sheet, if space is insufficient)

14. Service to which belongs :

15. 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)