

F.No.12/55/2023-SD/AM
Indira Gandhi National Centre for the Arts
(An autonomous Trust under the Ministry of Culture)
Janpath Building, Janpath Road,
New Delhi – 110001

Dated : 23 .06.2023

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 following post is being advertised for hiring Consultant for IGNCA Regional Centre, Goa . The position is to be filled up on contract basis.

Name of the post: Consultant No. 01 (One)

Tenure: Initially for a period of one year (may be extended based on performance of the candidate and requirement of the project.

Age Limit: Not more than 62 years as on 30.06.2023

Remuneration: Rs. 50,000/- per month consolidated

Essential Qualification:

- I. Graduation in History, Anthropology, Archaeology, Fine arts, Social sciences or allied field from any recognized University.
- II. Minimum five years' work experience in Office Management, Admn., noting, drafting, MoU Agreement
- III. Proficiency in MS Office and event management skills.
- IV. Good written and oral communication skills in English and Hindi .

OTHER DETAILS :-

Place of Posting: IGNCA Regional Centre, Goa.

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

Date of Interview: **30.06.2023 at 10.30am**

Place of Interview: **IGNCA Regional Centre, Ravindra Bhawan, Sankhali,Goa .**

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Candidates are requested to report at 10:00 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 assigning any reason. The decision of the IGNCA regarding selection of applicants 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, Goa.

Application form for the Position of Consultant

- 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) :

Recent Passport size Photograph

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: