

File: No.12/96/2023-AD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Janpath, New Delhi-110 001

Date: 28.07.2023

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 of (01) One Project Associate, (01) One Project Assistant and (01) One PS to RD, purely on contractual basis for its Regional Centre, Ranchi. The job specifications, eligibility and other terms & conditions are given as under:

Project Associate: 01 (One)

1.	Essential qualification:	Master Degree in Anthropology/ Sociology/Social Work/ Performing Arts/ Political Studies/ Tribal Studies/ Regional Studies/ Folklore or other allied Social Sciences subjects recognized by University/ Institute with minimum 5 years of research experience/ work experience in Govt/ PSU/ Autonomous Organisation.
2.	Desirable Qualification:	PhD or M.Phil in any of the above mentioned subjects or equivalent, field work experience, expertise in qualitative and quantitative methods of research, report writing/academic writing skills, publications in UGC-Care list of Journals.
3.	Work Profile:	Literature review, in depth field studies in the tribal areas, report and academic writing, monograph and book publication, preparation and review of research project proposals.
4.	Age limit:	Not above 35 years as on the date of advertisement.
5.	Remuneration:	Rs 40,000/- per month.
6.	Duration of work:	Initially for one year which may be extended as per the performance and requirement.
7	Place of posting:	He/She will be posted in Ranchi
8	Mode of Selection :	Walk- in Interview
9	Date & Time of Interview	03.08.2023 at 11.00 AM
10	Place of Interview:	INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, Regional Centre, Ranchi, E. D. P. C. Building Ranchi University Campus Morabadi, Ranchi – 834008 Jharkhand

Project Assistant: 01 (One)

1.	Essential qualification:	Master Degree in Anthropology/ Sociology/Social Work/ Performing Arts/ Political Studies/ Tribal Studies/ Regional Studies/ Folklore or other allied Social Sciences subjects recognized by University/ Institute.
2.	Desirable Qualification:	PhD or M.Phil in any of the above mentioned subjects or equivalent, field work experience, expertise in qualitative and quantitative methods of research, report writing/academic writing skills.
3.	Work Profile:	Assistance in literature review, field work, report and academic writing, monograph and publication work.
4.	Age limit:	Not above 35 years as on the date of advertisement.
5.	Remuneration:	Rs 30,000/- per month.
6.	Duration of work:	Initially for one year which may be extended as per the performance and requirement.
7	Place of posting:	He/She will be posted in Ranchi
8	Mode of Selection :	Walk- in Interview
9	Date & Time of Interview	03.08.2023 at 11.00 AM
9	Place of Interview:	INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, Regional Centre, Ranchi, E. D. P. C. Building Ranchi University Campus Morabadi, Ranchi – 834008 Jharkhand

PS to Regional Director: 01(One)

1.	Essential qualification:	Bachelor's degree recognized by University/ Institute. Proficiency in English and Hindi (written and spoken), proficiency in computers, especially in MS office.
2.	Desirable Qualification:	Diploma or certificate in Graphic Designing/ Desktop Publishing/ Personal Secretary/ Personal Assistant from a recognized institution. Knowledge about Arts and Heritage of India, good typing skills, stenography skills.
3.	Work Profile:	Secretarial assistance including taking dictations and typing/ drafting letters/ documents/ research papers in

		Hindi/ English. Compiling and preparing reports, presentations and correspondence. Assistance in organising events and conference including contacting Advisory committee members. Assisting in meetings, follow-up and liasoning with artist sand scholars.
4.	Age limit:	Not above 35 years as on the date of advertisement.
5.	Remuneration:	Rs 20,000/- per month.
6.	Duration of work:	Initially for one year which may be extended as per the performance and requirement.
7	Place of posting:	He/She will be posted in Ranchi
8	Mode of Selection :	Walk- in Interview
9	Date & Time for interview	04.08.2023 at 11.00 AM
10	Place of Interview:	INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, Regional Centre, Ranchi, E. D. P. C. Building Ranchi University Campus Morabadi, Ranchi – 834008 Jharkhand

Walk-in-Interview will be held on 03.08.2023 and 04.08.2023 at 11:00 am in IGNCA, Ranchi Centre. Candidates are requested to report latest by 10:00 AM and bring original certificates for verification 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

APPLICATION FORM

Recent Passport size Photograph

Application form for the Position of _____

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: