

F.No. 3/25/2022/SD-AM

Indira Gandhi National Centre for the Arts

(An Autonomous Trust under the Ministry of Culture)

Janpath Building, near Western Court, Janpath Road, New Delhi – 110001

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 multi-disciplinary and holistic.

The following posts are being advertised for hiring Project Associates and Project Assistants under National Mission on Cultural Mapping (NMCN), IGNCA.

Project Assistants and Project Associates are being hired for language moderation and quality audit of the data and dossiers to be used for Cultural Mapping.

1. Post: Project Associate

No. of Post: - 1 (one)

Duration of work: Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 35 years as on 31.08.2023

Essential Qualification & Experience: -

- Master's Degree in Anthropology/Folklore /Sociology/ Art History/History with specific research in village studies.
- Minimum 3 years of working and/or research experience in reputed institution/organisation in the respective field.

Or

Minimum 3 years of working & research experience in content editing with proficiency in English from any reputed institution/organisation.

Desirable Qualifications: M.Phil/Ph.D. Degree.

Soft Skills:

- Should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment.

Remuneration: Rs. 40,000/- per month.

2. **Post: Project Assistant**

No. of Posts: - 5 (five)

Duration of work: Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 30 years as on 31.08.2023.

Educational Qualifications and Experience:

- Master's Degree in Anthropology /Folklore /Sociology/ Art History/History with specific research in village studies.
- Minimum 2 years of working & research experience in content editing with proficiency in English from any reputed institution/organisation.

Soft Skills:

- Should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment.

Remuneration: Rs. 30,000/- per month.

OTHER DETAILS

Place of Posting: IGNC A, Janpath, New Delhi

Mode of Selection: Walk-in Interview

Candidates are requested to bring updated resume and all their documents, degrees, experience certificates, testimonies and samples of work all in original forms.

Reporting time: 10:30 am

Date & Time of Interview: - 4th September 2023 @ 11:00 am

Place of Interview: 5th Floor, Wing – A, IGNC A, Janpath, New Delhi

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.

Selected candidates will be required to join immediately.

NOTE: 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 the interview and/or engagement shall be final.

Please carry your Identity Proof

Note: Originals of the testimonials should be produced at the time of verification/interview.

9. Please state clearly whether, in the light of entries made by you above, you meet the requirement of the post:
10. Details of employment and experience, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	Experience (From /To /Total)	Pay/ Emoluments drawn	Work experience in detail (Language and content editing/Research/ Publication)

11. 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) Candidates should enclose a detailed CV.
 - (ii) Additional academic qualifications.
 - (iii) Professional training.
 - (iv) Work experience over and above experience in the vacancy circular/ advertisement (Note: enclose a separate sheet if space is insufficient).
12. Additional details about the present employment. Please state whether working under:
- (a) Central Government
 - (b) Autonomous organisation
 - (c) Public Sector Undertaking

Declaration

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 applicant)

Date: _____

Place: _____