

File No: 4/4/2019-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi 110001

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India 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. The fundamental approach of the centre in all its work is multi-disciplinary and holistic.

Requirement of Project staff on contractual basis to work on various projects for Vadodra Regional Centre.

Posts required

1. Project Associate (01):

Educational Qualifications:

- Bachelor's Degree in any subject especially Literature, History, Fine Arts or Museology from any reputed University
- The candidate must have adequate knowledge of MS Office/Computer applications and basic design sense.
- Candidate with excellent communication skill in at least two of the three languages (English, Hindi, Gujarati) and editing knowledge will be given preference.
- 8 years of work experience with various local organisations.

Work Profile:

The Project Associate will assist in the coordination of the projects and will be attached with the Regional Director of Vadodara Centre, IGNCA.

Duration of work – Minimum period of one year, extendable upto three years.

Age Limit: not exceeding 40 years as on 01/10/2022 and not less than 30 years as on 01/10/2022

Remuneration: Rs. 40,000/- per month

2. Office Administrator (01):-

Educational Qualifications:

- Bachelor in Technical field from any reputed University
- Degree/Diploma in Computer Management

- Min 10 years of work experience with various local organisations.
- Basic Knowledge of Accounting.

Work Profile:

The Office Administrator will be responsible for purchase, hiring and all other administrative works along with maintenance of accounts in the Regional Centre of Vadodara, IGNCA. The OA will be responsible for the effective organization of events and day to day running of the centre.

Age Limit: Not less than 30 years as on 01/10/2022. A retired government officer is also eligible to apply.

Remuneration: Rs. 20,000/- per month

Travel: He/She will be expected to travel within Western India in connection with official work. He/She will be eligible for TA/DA as per the IGNCA rules.

Duration of work – Minimum period of one year, extendable upto three years.

Place of posting: He/She will be posted in Vadodara.

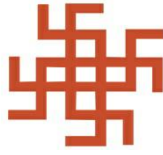
Mode of selection : An advertisement will be published in IGNCA's website, Social Media handles or Gujarat's leading newspapers and applications would be screened through short-listing as per eligibility followed by an interview. Only shortlisted candidates will be called for an interview.

Submission of Application – Candidates are requested to fill in the prescribed form given below supported by CV and self-attested copies of testimonials via E-mail to requirement.igncavrc@gmail.com on or before **20.12.2022** with Subject clearly mentioning "**Application for Project Associate or Office Administrator -Vadodara**" to the following address:

**The Regional Director
Indire Gandhi National Centre for the Arts
C/o Maharaja Fatesingh Museum Trust
Lukshmi Vilas Palace Compound
Jawaharlal Nehru Marg
Navapura, Vadodra
Gujarat – 390 001.**

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 interview and/ or engagement shall be final.

Director (A)



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Janpath Road New Delhi- 110001

APPLICATION FORM

Place for affixing
passport size
photo

Application for the post of: _____

1. Name :
2. Father's Name :
3. Date of Birth (in Christian Era) :
4. Correspondence Address :
5. Address (permanent) :
6. Telephone No./Mobile No./Email :

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	Post held/ Nature of Work	Experience		
		From tal	To	To

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) Candidates should enclose a detailed CV
- (ii) Additional academic qualification

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

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: _____