

F.No.12/160/2023-AD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Janpath Road,
NEW DELHI – 110 001

Dated 30.06.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India, is 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.

The IGNCA Regional Centre in Bengaluru spread over seven acres outside the precincts of the Bengaluru University campus. The Regional Centre is a nodal centre for research, archival and documentation in arts. The Centre has initiated several research projects and academic activities focusing on the cultural heritage of South India.

The Centre intends to **engage on contractual basis** the following personnel to work under the overall supervision and guidance of the Regional Director, IGNCA RCB:

1. Programme Assistant: 01 (one)

Educational Qualification:

- Master's Degree in Arts/Humanities/Mass Communication/Cultural Studies/related or allied field from any recognized University.
- Knowledge of computer applications. Well-versed in MS Office.

Desirable:

- Awareness and/or knowledge of the local art forms. Good written and oral communication skills in English, Hindi and Kannada. Knowledge of proposal and report writing. Willingness to travel widely in order to conduct programmes across all South-Indian states.

Experience:

- Minimum 3 years of relevant working experience in organizing/managing programmes/events in the arts and culture space either in an individual capacity or as part of a government or non-government organization and/or interacting/working in a mass media environment.

- **Tenure** – Initially for a period of one year (renewable based on performance review and requirement)
- **Salary** – Consolidated remuneration of Rs. 30,000/- p.m.
- **Age** – Not exceeding 35 years as on 01.01.2023

Mode of Selection:

- Screening of eligibility followed by **Walk-in-Interview on 07.07.2023 at 9:30 am** onwards.
- Place of posting – RC, Bengaluru

Other Terms & Conditions:

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Candidates are requested to report **latest by 09.30 AM at IGNCA, RC, Kengunte Circle, Mallathahalli, Jnanabharathi Post Bengaluru – 560056**, 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 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
REGIONAL CENTRE, BENGALURU
Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

APPLICATION FORM

Place for
affixing
Passport
size Photo
(Self-attested)

Application for the position of Programme Assistant

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University / Board	% of Marks	Class / Division

Important 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, 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	Nature of duties in detail (attach sheets if required)

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: [Candidates should enclose a detailed CV]
- (i) Additional academic qualification.
 - (ii) Professional training.
 - (iii) 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 (d) other.

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: _____