

File No. 3/18/2018-SD/AM (Advt. No.17/2019)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
No.11 Man Singh Road, New Delhi-110001

Dated: 11th September, 2019

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution 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 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 requires one position of Project Assistant to work under NARI SAMVAAD PRAKALP (NSP) and will be attached to Project Director of NSP.

Project Assistant

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|--------------------|---|-----------------------------------------|
| Name of Position | - | Project Assistant |
| Number of Position | - | One |
| Duration | - | One year |
| Remuneration | - | 30,000/- per month |
| Age limit | - | Not more than 30 Years as on 24.09.2019 |

Work Profile:

Project Assistant will assist in the coordination of the projects under the NARI SAMVAAD PRAKALP (NSP) and will be attached to Project Director of NSP. Will take responsibility in academic management, organizing meetings, reviews, workshops and seminar/conference and also update on the progress of projects. Creation of related databases under supervision of Project Director will also be a part of profile.

Education Qualifications:

Master's Degree in Ancient Indian History/Humanities/Gender Studies from a recognized University. He/she should be very well versed with MSWord, MS-EXCEL and MS-PowerPoint etc.

Experience: Experience of assisting in programmes is desirable.

- Travel:** - He/she will be eligible to travel within India in connection with Official work. He/she will be eligible for TA/DA as per IGNCA Rules.
- Leave:** - He/she will be entitled for leave @ two and half days for each Completed calendar month of service. The leave of one year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

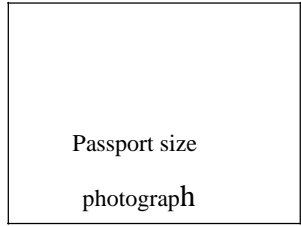
Place of Posting - He/she will be posted in New Delhi.

Mode of selection - Screening of applications followed by Interview.

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 24.09.2019 at 11:00 am in the Conference Hall, C.V. Mess, Janpath, New Delhi- 110001. Candidates are requested to report at 10:00 am verification of certificates and only eligible candidates will be allowed to appear for interview.

The IGNCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNCA regarding selection of application for interview and/or engagement shall be final.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
NARI SAMVAAD PRAKALP



Application for the position: **Project Assistant**

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
5. Correspondence Address :
6. Address (permanent) :
7. Educational Qualification (beginning with Matriculation onwards)

| Qualification | Year of Pass | University/ Board | % of marks | Class/ Division |
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8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:

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 | Basic Pay & Pay Scale / Pay Band held | Nature of duties in detail (attach separate sheets if required) |
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9. 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) 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)

10. Service to which you belong

11. Additional details about the present employment. Please state whether working under:

- (a) Central Government
- (b) Autonomous organisation
- (c) Public Sector Undertaking

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.

Date: (Signa