

F.No. 3/31/2018-SD/AM (Advt. No. 15/2019)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
No. 11 Man Singh Road, New Delhi-110001.

Dated:- 7th August 2019

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage one position of Technical Assistant (Electrical) on purely contractual basis. The eligibility requirements and other terms and conditions of engagement are as under:-

1. Technical Assistant (ELECTRICAL) - One Position

Minimum Qualification and Experience:-

Passed three years diploma in Electrical Engineering from Recognized University or State Technical Board, with 1 year experience after diploma.

OR

ITI Certificate in relevant field with 10 year experience after certificate.

ROLE & RESPONSIBILITIES:-

1. Role of Technical Assistant (Electrical) in IGNCA is to undertake action for operation and maintenance of electrical fittings including air conditioning systems.
2. He should be responsible for checking the attendance and deployment of staff of contractors who are awarded AMC for various electrical works.
3. Check operation and maintenance service of such as central air-conditioning systems, lifts, operation of water pumping through hydro pneumatics system, fire fighting and fire alarm system, package type AC unit standby by DG set for Emergency power supply as well as any other electrical installation in the campus.
4. Processing of the electrical complaints received from various divisions and status of action taken to attend the complains.
5. Check the availability of electrical materials available in IGNCA store for electrical maintenance work and also to prepare estimates of addition, alternation for repairing works.
6. To prepare draft NIT and schedule of quantities of electrical works.
7. To coordinate with electrical division CPWD in respect of maintenance of electrical works.
8. Periodic Testing of Electrical Installation and Wiring etc. for Insulation Resistance Test and Earthling Test and testing of safety of Lifts.
9. Make arrangements for Electrical Installation, services and supervision for various Programmes conducted in IGNCA.
10. Keep a watch on the availability of Diesel Stock for D.G set.
11. Check the works being done by various Contractors.
12. Any other duties assigned by the Consultant (Chief Engineer).
13. All the duties are to be performed as per the instructions and direction of Consultant (Chief Engineer).

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

Period -One year

Age -Not exceeding 45 years as on 20.08.2019

Mode of Selection - Through walk-in-interview

➤ **Other terms and conditions are as under:-**

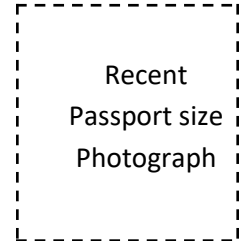
1. Engagement shall neither be construed as a regular appointment nor shall it entitled to claim regular employment in the IGNCAs under any circumstances.
2. Engagement shall automatically come to an end at the expiry of the period of engagement unless specifically and expressly extended further.
3. Director (Admin) will review performance on a monthly basis.
4. No fringe benefits like medical, CPF and LTC etc. will admissible during the period of engagement.
5. He/she shall be entitled to avail 13 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his/her absence beyond 13 days in a year. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
6. He/she shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. He/she will mark their attendance in AEBAS mandatorily failing which may result in deduction of remuneration.
7. Engagement will be on full time basis.
8. Eligible for travel with India in connection with IGNCAs work.
9. Eligible for TA/DA as per IGNCAs rules.
10. He/she will give an undertaking that he/she is not engaged with any other project.
11. He/she will during the period of contract of service faithfully serve the IGNCAs and shall at all times devote himself/herself honestly and diligently, promoting and improving the aims and objectives of the project and shall do and perform all such services, functions, acts, matters and things at any place in India and abroad, as the Member Secretary of IGNCAs shall from time to time direct.
12. Should his/her conduct any stage considered as unbecoming of a contractual personnel of IGNCAs, his/her contract shall liable to be terminated after giving due notice of one month. In case for any unavoidable reasons, he/she wish to leave the assignment prematurely, he/she shall have to give month's notice to IGNCAs.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on **20.08.2019 at 11:00 am** in the room of **Chief Engineer, No.3, Dr. Rajendra Prasad Road, New Delhi – 110001. Nearest Metro Station Central Secretariat (Gate No. 2)**. Candidates are requested to report at **10:00 am** with original certificates for verification and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGNCAs reserves the right to reject any or all applications without assigning any reason. The decision of the IGNCAs regarding selection of applicants for interview and/or engagement shall be final and binding.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application for the Position of _____



1. Name (in capital letters as it appears in the Matriculation Certificate)	
2. Present Address with pin code	
3. Permanent Address	
4. Telephone No./Mobile No./E-mail/Fax No., if any	
5. Nationality	
6. Date of Birth	
7. Age as on the date of publication of the Advertisement in the Newspaper.	
8. Sex (Male/Female)	
9. Marital Status	
10. Category (SC/ST/OBC/PH/General)	
11. Additional information if any	

Educational Qualifications (Descending order):

Sl No.	Class/ Degree	Year of Passing	University/Institution	Division
1.				
2.				
3.				
4.				
5.				

Professional Qualifications:

Sl No.	Course Name	Year of Passing	Organization/Institution	Grade/ % Marks
1.				
2.				
3.				
4.				

Technical Skills:

Sl. No.	Skills
1.	
2.	
3.	
4.	

Past Work Experience:

Sl. No.	Name of Organization worked in	Years of Employment
1.		
2.		
3.		
4.		

Total experience in the relevant_____

Dated:

(Signature of the Candidate)

Place:

Applicants should attach Self Attested photocopies of the following documents:

1. Birth Certificate
2. Education and Professional Qualification Certificates.
3. Address Proof.
4. Salary Slips / Bank Statement to verify the last 3 months salary in previous Organization.
5. Any other documents in support of Qualifications & Experience.

फाइल संख्या 3/31/2018-एसडी/एएम (वजापन संख्या 15/2019)
इन्दिरा गाँधी राष्ट्रीय कला केन्द्र,
(संस्कृति मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान,
11, मान सिंह रोड, नई दिल्ली – 110001)

साक्षात्कार

इन्दिरा गाँधी राष्ट्रीय कला केन्द्र अपनी संपदा प्रबंधन इकाई के लए तकनीकी असस्टेंट (इलेक्ट्रिकल) के एक पद हेतु एक वर्ष की अवध के लए अनुबंध आधार पर नियुक्ति करना चाहता है।

इस पद हेतु साक्षात्कार दिनांक 20 अगस्त, 2019 को प्रातः 10 बजे से आयोजित कया जाएगा।

आवेदन पत्र एवं पूर्ण ववरण इन्दिरा गाँधी राष्ट्रीय कला केन्द्र की वेबसाइट अर्थात www.ignca.gov.in पर उपलब्ध हैं।

निदेशक (प्रशासन)
इन्दिरा गाँधी राष्ट्रीय कला केन्द्र

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WALK-IN-INTERVIEW

IGNCA intends to engage one position of Technical Assistant (Electrical) on contractual basis in the Estate Management Unit for a period of one year.

Walk-in-interview will be held on 20th August, 2019 at 10.00 a.m..

Application form and full details are available at IGNCA's website i.e. www.ignca.gov.in

Director(Admn)
IGNCA