

File No: 3/88/2015-SD/AM
Indira Gandhi National Centre for the Arts
Establishment Section


Dated: 06th April, 2016

NOTIFICATION

Subject: Recruitment Rules, (Revised) 2015

With the approval of the Executive Committee in its 67th Meeting held on 11th September, 2015, the Recruitment Rules for IGNCA employees for the posts of 1) Controller Media Centre, 2) Sr. Reprography Officer, 3) Library & Information Assistant, 4) Library Clerk, 5) Assistant Financial Advisor and Accounts Office (AFA & AO, 6) Section Officer and 7) Assistant stand revised/modified with immediate effect. A copy of the said recruitment rules (revised), 2015 is being uploaded in IGNCA web site www.ignca.nic.in.


This issue with the approval of the Competent Authority.


(Hemlata Sindhura)
Under Secretary (Estt.)

Copy to:

1. PS to Member Secretary
2. Sr. PA to Joint Secretary
3. All Heads of the Division/Units : With a request to bring this notification to the notice of all staff members under respective Division/Units.

4. Director (CIL): with a request to get this notification uploaded for IGNCA website.


6/4/2016

Sh. Umesh Bhatia.

Dir. No: 177/DIR(CIL)/2016
06/4/16

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Recruitment Rules for the post of Controller Media Centre (MC)

S. No.	Name of the Post	Existing Rules(2013)	Recruitment	Proposed Rules(2015)	Recruitment
1.	Controller Media Centre (MC)	Controller Media Centre (MC)		Controller Media Centre (MC)	
2.	No. of Posts	1 (One)		1 (One)	
3.	Classification of the Post	Group 'A'		Group 'A'	
4.	Scale of Pay (Pay Band + Grade Pay)	PB3: Rs15600 – 39100 + Grade pay :7600/-		PB3: Rs15600 – 39100 + Grade pay :7600/-	
5.	Whether selection post or non-selection post	Not Applicable		Not Applicable	
6.	Age limit for direct recruits	Not Applicable		Not Applicable	
7.	Educational and other qualifications required for direct recruits.	Not Applicable		Not Applicable	
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable		Not Applicable	
9.	Period of probation, if any	Not Applicable		Not Applicable	
10.	Method of recruitment - whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	By promotion of Dy. Controller/ Programme Director (Media Centre) in the IGNC A failing which by deputation/ contract.		By promotion of Dy. Controller/ Programme Director (Media Centre) in the IGNC A failing which by deputation/ contract.	

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11.	<p>Grades from which recruitment by promotion/deputation/absorption/short term contract/re-employment to be made.</p>	<p>1.Promotion: By promotion of Deputy Controller/Programme Director(MC) in the IGNCA with 5 years' service in the grade.</p> <p>2.Deputation/Contract: Persons (i)holding analogous posts or (ii) having 5 (five) years service in the grade pay of Rs.6600/- in Government/Public Sector Undertakings/Universities / Academic and Research Institutions/Autonomous Organisations and having: (i) Master's Degree in Arts, Humanities or Languages (ii) Knowledge & experience of archival science/ production/ documentation (iii) 5 (five) years experience of research and field documentation through audio/visual media in any field of the Arts. (iv) Age not exceeding 55 years.</p>	<p>1.Promotion: Deputy Controller/ Programme Director (M.C.) (i) having 5 years service in the grade pay of Rs.6600/- in IGNCA or (ii) having combined service of 7 years in the grade pay of Rs.6600/- and in the grade pay of Rs.5400/- in IGNCA with minimum 2 years service in the grade pay of Rs.6600/- .</p> <p>2.Deputation/Contract: Persons (i) holding analogous posts or (ii) having 5 (five) years service in the grade pay of Rs.6600/- in Government/Public Sector Undertakings/Universities/ Academic and Research Institutions/Autonomous Organisations and having: (i) Master's Degree in Arts, Humanities or Languages (ii) Knowledge & experience of archival science/ production/ documentation (iii) 5 (five) years experience of research and field documentation through audio/visual media in any field of the Arts. (iv) Age not exceeding 55 years.</p>
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12.	Composition of the Selection Committee/ Departmental Promotion Committee, if any.	The Departmental Promotion Committee/ Selection Committee will consist of the following: 1. Member Secretary – Chairperson 2. A Senior Academic Officer of IGNC A of appropriate rank – Member 3. An Outside Expert – Member	The Departmental Promotion Committee/ Selection Committee will consist of the following: 1. Member Secretary – Chairperson 2. A Senior Academic Officer of IGNC A of appropriate rank – Member 3. An Outside Expert – Member
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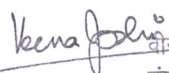
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Recruitment Rules are authenticated

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**Recruitment Rules for the post of Sr. Reprography Officer**

S.No		Existing Recruitment Rule (2013)	Proposed Recruitment Rules
1.	Name of the Post	Sr. Reprography Officer	Sr. Reprography Officer
2	No. Of Posts	1 (one)	1 (One)
3.	Classification of Post	Group-A	Group –A
4.	Scale of Pay (Pay Band + Grade Pay)	PB-3 Rs.15,600-39100 +GP-6600/-	PB-3 Rs.15,600-39100 +GP-6600/-
5.	Whether selection post or non-selection post	Not Applicable	Not Applicable
6.	Age Limit for Direct Recruits	Not Applicable	Not Applicable
7.	Educational and Other Qualifications required for Direct Recruits	Not Applicable	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable	Not Applicable
9.	Period of Probation, if any	Not Applicable	Not Applicable
10	Method of Recruitment, - Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Promotion of Reprography Officer in the IGNCA, failing which by deputation/contract.	By Promotion of Reprography Officer in the IGNCA, failing which by deputation/contract.
11.	Grade from which recruitment by promotion/deputation/absorption to be made	<p>1.Promotion:</p> <p>By Promotion of Reprography Officer in the IGNCA with 5 (five) years' service in the grade.</p> <p>2. Deputation/Contract:</p> <p>Persons(i)holding analogous posts or (ii)Having 5 (five) years'</p>	<p>1.Promotion:</p> <p>By Promotion of Reprography Officer (i)having 5 years service in the grade pay of Rs.5400/- in IGNCA or</p> <p>(ii) having combined service of 7 years in the grade pay of Rs.5400/- and in the grade pay of Rs.4800/- in IGNCA with minimum 2 years service in the grade pay of Rs.5400/- .</p>



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		<p>service as in the GP-5400/- in Government/Public Sector/Undertakings /Universities/Academic and Research Institutions/ Autonomous Organisations and having:</p> <p>1. Essential:</p> <p>i) Degree of a recognized University. ii) Diploma in Micro-photography/Reprography /photography. iii) Experience of 5 (five) years in micro-graphics/reprographics and production of slides iv) Should be conversant with latest techniques in micrographics like CAR and COM systems.</p> <p>2. Desirable: Knowledge of conservation and preservation of negatives and positives.</p> <p>3. Age not exceeding 55 yrs.</p>	<p>2. Deputation/Contract:</p> <p>Persons(i) holding analogous posts or (ii) Having 5 (five) years' service as in the GP-5400/- in Government/Public Sector Undertakings/ Universities/ Academic and Research Institutions/ Autonomous Organisations and having:</p> <p>1. Essential:</p> <p>(i) Degree of a recognized University. (ii) Diploma in Micro-photography/Reprography/photography. (iii) Experience of 5 (five) years in micro-graphics/reprographics and production of slides (iv) Should be conversant with latest techniques in micrographics like CAR and COM systems.</p> <p>2. Desirable: Knowledge of conservation and preservation of negatives and positives.</p> <p>3. Age not exceeding 55 yrs.</p>
12.	Composition of the Selection Committee/Departmental Promotion Committee, if any	<p>The Departmental Promotion Committee/ Selection committee will consist of the following :</p> <p>1. Member Secretary- Chairperson 2. Joint Secretary – Member 3. A Senior Officer of IGNC A of appropriate rank – Member.</p>	<p>The Departmental Promotion Committee/ Selection committee will consist of the following :</p> <p>1. Member Secretary - Chairperson 2. Joint Secretary – Member 3. A Senior Officer of IGNC A of appropriate rank –Member.</p>

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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Recruitment Rules for the post of Library & Information Assistant

S. No		Existing Recruitment Rules (2013)	Proposed Recruitment Rules
1.	Name of the Post	Library & Information Assistant	Library & Information Assistant
2.	No. Of Posts	8(Eight)	7 (Seven)
3.	Classification of Post	Group-B	Group -B
4.	Scale of Pay (Pay Band + Grade Pay)	PB-2 Rs.9300-34800+Grade Pay Rs.4600/-	PB-2 Rs.9300-34800+Grade Pay Rs.4600/-
5.	Whether selection post or non-selection post	Selection	Not Applicable
6.	Age Limit for Direct Recruits	Not exceeding 30 years	Not exceeding 30 years for direct recruits
7.	Educational and Other Qualifications required for Direct Recruits / Deputation	ESSENTIAL: 1.M.A./M.Sc./M.Com. Plus Bachelor's Degree in Library Science 2.Three years service as in the Grade Pay of Rs.4200 or 8 (eight) years in the Grade Pay of Rs.2400 DESIRABLE: 1.Master's Degree in Library Science 2.Knowledge of at least one foreign language	ESSENTIAL: 1.M.A./M.Sc./M.Com. Plus Bachelor's Degree in Library Science 2. Three years service as Library & Information Assistant in the Grade Pay of Rs.4200 or Library Clerk with 10 (ten) years in the Grade Pay of Rs.1900/-. DESIRABLE : 1.Master Degree in Library and Information Science 2.Degree/Diploma in computer Application from a recognised university/institute 3.Knowledge of at least one foreign language other than English
8.	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not Applicable	Age – Not applicable Educational Qualifications for promotees: 1.Degree of a recognised university or equivalent and 2.Degree in Library and Information Science from a recognised university/institute or equivalent
9.	Period of Probation	2 (Two) years	2 years for direct recruits

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10.	Method of Recruitment. Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By direct recruitment	By promotion, failing which by direct recruitment, failing both by deputation / absorption,.
11.	Grade from which recruitment by promotion/deputation /absorption	Not applicable	Promotion: Library Clerk with ten years regular service in the grade pay of Rs.1900/- in IGNC.A. Deputation/Absorption: Officials of the Central Govt. / State Govt./Public Sector Undertaking / Autonomous Bodies/Libraries: a) (i) Holding analogous post in the grade pay of Rs.4200/-on a regular basis; or (ii) having ten years of regular service as Library Clerk in the grade pay of Rs.1900/- and b) Possessing the educational and other qualifications mentioned in the Col.7 above.
12.	Composition of the Selection Committee/Departmental Promotion Committee, if any	The Selection committee will consist of the following 1.Joint Secretary-Chairman 2.Director (Lib.&Inf)-Member 3.An outside Expert-Member	The Selection committee will consist of the following : 1.Joint Secretary-Chairman 2. Director(Lib.&Inf.)-Member 3.An outside Expert-Member

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(Recruitment Rules are authenticated)

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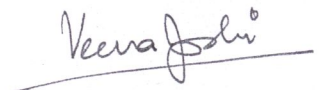
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Recruitment Rules for the post of Library Clerk

S. No		
1.	Name of the Post	Library Clerk
2.	No. Of Posts	3 (Three)*
3.	Classification of Post	Group -C
4.	Scale of Pay (Pay Band + Grade Pay)	PB-1 Rs. 5200 – 20200+GP-Rs. 1900
5.	Whether selection post or non-selection post	Not Applicable
6.	Age Limit for Direct Recruits	Not Applicable
7.	Educational and Other Qualifications required for Promotees	Qualifications: (i) Matriculation (ii) Certificate in Library Science
8.	Period of Probation, if any	NA
9.	Method of Recruitment. Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By promotion.
10.	Grade from which recruitment by promotion/deputation /absorption to be made	Promotion: Sr. Library Attendant (MTS) with 5 (five) yrs service in IGNC in PB-1 Rs. 5200-20200+GP-Rs. 1900/-
11.	Composition of the Selection Committee/Departmental Promotion Committee, if any	The Departmental Promotion Committee will consist of the following: (i) Director (Lib.&Inf.)-Chairman (ii)& (iii). Two Senior Officers of, IGNC - Members

* These posts will lapse as and when:

- The posts are vacated by the existing incumbents; and
- The eligible incumbent/s in the feeder cadre (Sr. Library Attendant (MTS)) upon occupation of these posts through promotion, subsequently vacate these posts due to retirement or any other reason (as per the approval of EC in its 67th Meeting dated 11.09.2015).



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INDIRA GANDHI NATIONAL CENTRE FOR THE ART

Recruitment Rules for the post of
Assistant Financial Advisor and Accounts Officer (AFA & AO)

S. No		Existing Recruitment Rules 2013	Proposed Recruitment Rules
1.	Name of the Post	Assistant Financial Advisor and Accounts Officer (AFA & AO)	Assistant Financial Advisor and Accounts Officer (AFA & AO)
2.	No. of Posts	5 (Five)	5(five)
3.	Classification of the Post	Group 'B'	Group 'B'
4.	Scale of Pay (Pay Band + Grade Pay)	PB - 2: Rs. 9300-34800 + with GP Rs.4800/-	PB - 2: Rs. 9300-34800 + with GP Rs.4800/-
5.	Whether selection post or non-selection post	Non -Selection	Non -Selection
6.	Age limit for direct recruits	Not Applicable	Not Applicable
7.	Educational and other qualifications required for direct recruits.	Not Applicable.	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable
9.	Period of probation, if any	Not Applicable	Not Applicable
10.	Method of recruitment - whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	By promotion of Assistant (Accounts) in the IGNC.A.	By promotion of Assistant in the IGNC.A.

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4/2/16
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11.	Grades from which recruitment to be made.	By promotion of Assistant (Accounts) in the IGNC A with 5 (five) years' service in the grade.	By promotion of Assistant in the IGNC A with 5 (five) years' service in the grade.
12.	Composition of the Selection Committee/Departmental Promotion Committee, if any	The Departmental Promotion Committee will consist of the following: 1)Joint Secretary-Chairman 2)Director(Admn) Member 3)Chief Accounts Officer Member 4)One senior officer of IGNC A of appropriate rank - Member	The Departmental Promotion Committee will consist of the following: 1)Joint Secretary-Chairman 2)Director(Admn) – Member 3)Chief Accounts Officer Member 4)One senior officer of IGNC A of appropriate rank - Member

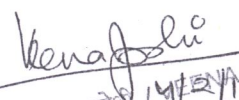
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INDIRA GANDHI NATIONAL CENTRE FOR THE ART

Recruitment Rules for the post of Section Officer

S. No		Existing Recruitment Rules 2013	Proposed Recruitment Rules
1.	Name of the Post	Section Officer (SO)	Section Officer (SO)
2.	No. of Posts	6(Six)*	6(Six)
3.	Classification of the Post	Group 'B'	Group 'B'
4.	Scale of Pay (Pay Band + Grade Pay)	PB - 2: Rs. 9300-34800 + with GP Rs.4800/-	PB - 2: Rs. 9300-34800 + with GP Rs.4800/-
5.	Whether selection post or non-selection post	Non -Selection	Non -Selection
6.	Age limit for direct recruits	Not Applicable	Not Applicable
7.	Educational and other qualifications required for direct recruits.	Not Applicable.	Not Applicable.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable
9.	Period of probation, if any	Not Applicable	Not Applicable
10.	Method of recruitment - whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	By promotion of Assistant (Admn) in the IGNC.	By promotion of Assistant in the IGNC.
11.	Grades from which recruitment to be made.	By promotion of Assistant (Admn.) in the IGNC with 5 (five) years' service in the grade.	By promotion of Assistant in the IGNC with 5 (five) years' service in the grade.


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12.	Composition of the Selection Committee/Departmental Promotion Committee, if any	The Departmental Promotion Committee will consist of the following: 1)Joint Secretary-Chairman 2)Director(Admn) Member 3)One other senior officer of IGNC A of the level of Deputy Secretary- Member	The Departmental Promotion Committee will consist of the following: 1)Joint Secretary-Chairman 2)Director(Admn) – Member 3)One other senior officer of IGNC A of the level of Deputy Secretary- Member
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*One post of Store Officer is merged with the post of Section Officer.

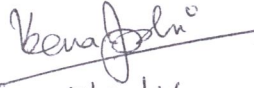
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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Recruitment Rules for the post of Assistant

S. No.		Existing Recruitment Rule	Proposed Recruitment Rule
1.	Name of the Post	Assistant (Admn.) and Assistant (Accounts)	Assistant
2.	No. of Posts	12(Twelve)+8 (Eight)	20 (Twenty)
3.	Classification of the Post	Group 'B'	Group 'B'
4.	Scale of Pay (Pay Band + Grade Pay)	PB-2: Rs. 9300-34800 + with GP-Rs.4600/-	PB-2: Rs. 9300-34800 + with GP-Rs.4600/-
5.	Whether selection post or non-selection post	Non- Selection	Non- Selection
6.	Age limit for direct recruits	Not Applicable	Not Applicable
7.	Educational and other qualifications required for direct recruits.	Not Applicable	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees.	Not Applicable	Not Applicable
9.	Period of probation, if any	Not Applicable	Not Applicable
10.	Method of recruitment - whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods.	By promotion of UDCs in the IGNCA .	By promotion of UDCs in the IGNCA .
11.	Grades from which recruitment by promotion/ deputation/ absorption /short term contract/ re-employment to be made.	By promotion of UDCs in the IGNCA with 10 (ten) years' Service in the grade.	By promotion of UDCs in the IGNCA with 10 (ten) years' service in the grade.


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12.	Composition of the Selection Committee /Departmental Promotion Committee, if any	The Departmental Promotion Committee will consist of the following: 1)Joint Secretary-Chairman 2)Two other senior officer of IGNC A of appropriate rank-Members	The Departmental Promotion Committee will consist of the following: 1)Joint Secretary-Chairman 2)Two other senior officer of IGNC A of appropriate rank-Members
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Recruitment Rules are Authenticated

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