

File No: 3/33/ 2017-SD/AM Adv. No. 11/2019
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An autonomous Trust under the Ministry of Culture, Government of India)
REGIONAL CENTRE, GUWAHATI
House No.5, Hem Chandra Road, Uzan Bazaar Riverside, Guwahati -7810001

The IGNSA Regional Centre, Guwahati invites application for the following positions:

1. Project Assistant:

- Number of position - 03 positions
Duration - initially for a period of 01(one) year and extendable based on performance & requirement.
Remuneration - 30,000/- per month
(Rupees Thirty Thousand only)
Age limit - Not exceeding 35 years.

Educational Qualification:

- Master's Degree in Social Sciences including Sociology, Anthropology, History, Ethnography, Folklore, Tribal Studies etc.
- Well versed with MS word, MS Excel and MS Power-point etc.
- 2 years of project related work experience including analysis, field work, data collection and report writing.

Desirable: M.Phil or Ph.d with research experience or coordinating programmes and other related assignments.

IGNCA reserves the right to appoint the candidates found suitable.

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 IGNSA norms.
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 Guwahati.

2. Office Assistant cum Data Entry Operator:

- Number of position - 01
Duration - 01(one) year, extendable.
Remuneration - Rs.15,000/- per month
(Rupees Fifteen Thousand only)
Age Limit - Not exceeding 35 years.

Education Qualification:

Essential: Graduate in any discipline from a recognized University with Diploma in Computer Application with 2 years of experience in relevant field.

IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases.

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 norms.
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 Guwahati.

3. Accounts Officer:

- Number of position - 01
Duration - 01(one) year, extendable.
Remuneration - Rs.30,000/-
Age Limit - Not exceeding 45 years

Educational Qualification:

- Essential :Graduation from a recognised University.
- Desirable Qualification: knowledge of computer applications.
- 5 years of relevant working experience preferably in government sectors/organizations on Accounting Software, audit, banking, salary, budgeting etc. as per requirement of the Regional Centre.

IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases.

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 norms.
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 Guwahati.

Mode of Selection:

Selection will be made by inviting of application for different posts through advertisement. Short listed candidates will be interviewed.

Candidates are requested to submit prescribed application form given below duly filled and supported by self attested copies of testimonials to **Regional Director, Regional Centre, Indira Gandhi National Centre for the Arts, House No.5, Hem Chandra Road, Uzan Bazaar Riverside, Guwahati - 7810001** latest by 30th June, 2019.

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 and binding.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of _____

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) & Age :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile/E-mail ID

5. Address (Permanent) :

6. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

8. 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/Emooulments Drawn	Nature of duties In detail (attach Separate sheets, If required)

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

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

- (a) Central Government
- (b) Autonomous organization
- (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.

(Signature of the Candidate)

Date: