

File No.3/8/2018-SD/AM (Adv. No.20/2018)  
Indira Gandhi National Centre for the Arts  
(An Autonomous Trust under the Ministry of Culture, Govt. of India)  
Central Vista Mess, Janpath, New Delhi – 110 001

Indira Gandhi National Centre for the Arts, an autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position of 'Technical Assistant' on contract basis for eOffice (eGovernance Project) implementation, for a period of one year.

**Brief Description:**

The Government of India has included eOffice as a core mission mode project (MMP) under the National eGovernance Plan (NeGP). The eOffice product pioneered by National Informatics Centre (NIC) aims to support governance by using more effective and transparent inter and intra-government processes for transforming conventional government offices into more efficient and transparent eOffices, eliminating huge amounts of paperwork. The IGNSA has already implemented some of the modules of eOffice in 1<sup>st</sup> phase and the 2<sup>nd</sup> phase is under process.

**Work Profile :**

- Co-ordination and providing Support and Training to Officers and Staff for effective implementation of eOffice at the Centre.
- Resolving various issues arising with users in various division/wings/sections during eFile, eLeave, KMS Appointment/Events management etc.
- Creation of new eOffice Accounts for new users and to manage Master Database/Reference Database/Directory Management.
- Assigning Roles for eFile/eLeave/KMS from Application Management System.
- Configuration of Calendar Data in master details of eOffice Calendar timely.
- Other related work required as per the requirement of the IGNSA.

**Educational Qualification:**

B.Tech OR BCA having atleast 1 years of experience of working with any eGovernance application OR Equivalent.

**Age Limit:** Not exceeding 40 years as on 11.06.2018.

Note: Eligibility criteria may be relaxed in case of deserving candidates.

**Time Period:** One year

**Monthly emoluments:** Rs.20,000/- P.M.

**Mode of Selection:** Screening of eligibility followed by walk-in-interview.

**Place of Posting:** New Delhi

Walk-in-interview will be held on 11.06.2018 at 11.00 a.m. in the office of Sr. Reprography Officer at 2<sup>nd</sup> Floor, Kalanidhi, 11, Mansingh Road, IGNC A, New Delhi-110001. Candidates are requested to report at 10.00 a.m. for verification of certificates and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

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

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**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

**Application for the Position of \_\_\_\_\_**

Recent  
Passport size  
Photograph

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	

## ANNEXURE-II

### Educational Qualifications (Descending order):

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

### Professional Qualifications:

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

### Technical Skills:

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

**ANNEXURE-III**

**Past Work Experience:**

<b>Sl. No.</b>	<b>Name of Organization worked in</b>	<b>Years of Employment</b>
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.

