

(File No.3/65/2017-SD/AM Advt. No.15/2017)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
Central Vista Mess, Janpath, New Delhi-110001.

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 each System Administrator and Hardware & Network Assistant on contract basis for Computer Technical Cell of IGNCA. The job responsibility and eligibility requirements are as under:-

1. System Administrator - One position

Job Responsibility:

- (i) Maintenance of hardware and software of IGNCA.
- (ii) Maintenance of Leased Lines, Local Network etc.
- (iii) Backup of storage servers on tape library (LTO 4) on regular basis.
- (iv) Support in Webcasting.
- (v) Support in purchase of Hardware and Software.
- (vi) Implementation of IPv6 in IGNCA.
- (vii) IT Training to IGNCA users.

Essential Qualifications:

- (1) MCA/B. Tech (Computer Science, Electronics, IT) or equivalent degree from a recognized university.
- (2) Certification courses i.e. CISCO, Red Hat, Microsoft etc.

Desirable Qualifications:

- (1) Knowledge of Operating System like Windows and Linux etc.
- (2) Knowledge of Hardware, Software, Network maintenance and other allied services.
- (3) Knowledge of Active Directory, firewall (UTM) Group Policies, Clustering and Network security etc.

Job Experience

Four years in the relevant field.

Period of Engagement	-	One year.
Remuneration	-	Rs. 40,000/- per month.
Place of posting	-	He/she will be posted in New Delhi.
Mode of Selection	-	Through Walk-in-interview.

Contd.....2.

2. **Hardware & Network Assistant** - **One position.**

Job Responsibility:

- (i) Support in Hardware and Software maintenance.
- (ii) Maintenance of Leased Lines, Local network etc.
- (iii) Support in Webcasting.

Essential Qualifications:

B.C.A. or B.Sc. (Computer Science, Electronics, IT) or equivalent degree from a recognized University.

Desirable Qualifications:

- (i) Knowledge of Operating System like Windows and Linux etc.
- (ii) Knowledge of Hardware, Software, Network maintenance and other allied services.

Job Experience:

Two years in the relevant field.

Period of engagement	-	One year.
Remuneration	-	Rs.20,000/- per month.
Place of posting	-	New Delhi.
Mode of Selection	-	Through Walk-in-interview.

Candidates are requested to attend walk-in-interview with duly filled prescribed application form supported by self attested copies of testimonials. Walk-in-interview will be held on 11.12.2017 at 11.00 a.m. in IGNCA's Conference Hall, C.V. Mess, Janpath, New Delhi-110001. Candidates are requested to report at 10.00 a.m. with original certificates for verification and only eligible candidates will be allowed to appear for the interview.

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

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
(present age (as on 11.12.2017)
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

Contd.....2.

7. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

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

9. 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	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

10. 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)

11. Remarks: The candidates may indicate information with regard to

- (ii) Reports and special projects
- (iii) Awards/scholarships/official appreciation
- (iv) Affiliation with the professional bodies/institutions/societies and
- (v) Any other information
(Note: enclose a separate sheet, if space is insufficient)

Contd.....3.

12. Service to which belongs :

13. Nature of present employment if any. :

14. Additional details about present employment.

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)

Dated: