

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS, IGNC A**  
**(An Autonomous Trust under the Ministry of Culture, Govt. Of India)**  
**JANPATH HOTEL BUILDING, JANPATH, NEW DELHI-110001**

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNC A seeks to place the arts within the context of the natural and human environment. The fundamental approach of the Centre in all its work is multi-disciplinary and holistic.

The Accounts Branch of IGNC A requires one position of “*Accounts and Legal Executive*” on Contractual basis.

**ACCOUNTS AND LEGAL EXECUTIVE:**

**Educational Qualification**

A Graduate degree in Commerce from a recognized University along with degree in law with 50% marks

**Experience**

An Advocate registered at Bar Council with at least 5 year experience in Government / Autonomous Organization / Reputed Company/ CS Firm/ CA Firm/ Law Firm

**Work Profile**

1. Drafting and vetting of Agreements, Lease Deeds, Memorandum of Understandings (MOUs), Service Level Agreements (SLA), and Tender Documents etc.
2. Documentation for Sale & Purchase of Properties, Registration Process, etc.
3. Due Diligence of Property Documents, Title Chain and Ownership Documents.
4. Managing various cases in Courts, Tribunals and preparing Appeals, Replies, Representations, and Affidavits to be filed before various Authorities, Courts and Tribunals.
5. Ensuring compliance with various laws, Lease Rent, Property Rent, Regulations pertaining to Properties of IGNC A across the country
6. Assist with sound knowledge of Property laws relating to rights of tenants, Leasing, Mortgage, Bank Guarantees, Tendering, and Documentation etc.
7. Coordination with Advocates, Directorates/ Regional Offices of the Centre, required for effective handling of the court cases and other legal matters
8. Assist in Finalization of Annual Accounts of the Headquarters of the Institute
9. Assist in preparation of Finalization of Annual Budget & Budgetary Control
10. Monitoring of third party bills, contractor’s bills.
11. Accounting and budgeting for programs / seminars of the Centre
12. Assist in handling RTI related to Department of Finance & Accounts of the Centre
13. Scrutiny, verification & payments to contractors related to projects of the institute
14. Any other assignment given by Financial Advisor & Chief Accounts Officer

**(Note: Training experience forming a part of the curriculum of any Degree / Diploma will not be counted towards the total experience.)**

**Age limit**

Not exceeding 35 years as on 01.04.2021.

**Salary**

Consolidated Remuneration – Rs.40,000/- per month.

**Tenure**

Initially for one year, extendable based on performance

**Leave**

He / She will be entitled for leave @ 2 and half days for each completed calendar month of Service. The leave of one calendar year will not be carried forwarded for next calendar year. No other kind of leave shall be admissible under any circumstances.

**Benefits**

Other benefits like Medical, CPF and LTC etc. will not be admissible.

**Travel**

He/ She shall be eligible to travel with in India in connection with official work. He/ She will be eligible for TA/DA as per IGNCAs norms.

**Mode of Selection**

Shortlisting of applications followed by online Interview.

**Place of Posting**

He/ She will be posted at New Delhi.

**Closing Date:**

Candidates are requested to fill the prescribed form given below, supported by self-attested copies of testimonials. Applications may be addressed: to Director (Admn.), IGNCAs, Janpath Hotel Building, Janpath, New Delhi-110001 and sent to email address: faignca87@gmail.com latest by **17.06.2021**. Applications will not be considered after last date. Only shortlisted candidates will be allowed to appear in the online interview.

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

Director (A)  
IGNCA

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

Recent Passport  
size photograph

**Application for the position of**

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Age as on 01/04/2021 :
5. Address for correspondence with :  
Ph. No(s) Office/Res./Mobilee-mail ID.
6. Address (Permanent) :
7. Educational Qualifications (beginning with Matriculation, onwards) :

| Qualification | Year of passing | University/<br>Institution | % of marks | Class/Division |
|---------------|-----------------|----------------------------|------------|----------------|
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|               |                 |                            |            |                |

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/<br>Institution | Post held | Experience<br>From & To | i)Scale of pay<br>ii)Basic Pay<br>iii) Other<br>Allowances | Nature of duties<br>In detail (attach<br>Separate sheets,<br>If required) |
|------------------------|-----------|-------------------------|--|---|
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|                        |           |                         |  |   |

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

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Chartered Accountant Firm
- (e) Law Firm
- (f) Company Secretary Firm

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. If any information is found incorrect, my candidature may be rejected by the Selection Committee.

(Signature of the Candidate)

Date: