

f.No.3/44/2017-SD/AM (Advt. No.3/2018)
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 **Project Assistant** on purely contractual basis for **Kala Kosa** Division of IGNC.

Brief Description:

Kala Kosa division proposes to fill up one position of **Project Assistant** for preparing a book on Guru Purnima and other work assigned by the superiors.

Work Profile:

- To co-ordinate the projects under the guidance of an officer in Kala Kosa Division.

Educational Qualifications:

Essential Qualification:

- Master's Degree in **Sanskrit** from a recognized university.

Desirable qualification:

- Proficient in research work and publication experience with 2 yrs. experience in the relevant field. Knowledge of working on computer-software is also desirable.

Age Limit:

- Not more than **30 years** as on date of walk -in -Interview.

Time Period

- **Initially Six months** (extendable as per requirement/work performance).

Monthly Emoluments- Rs. 30,000/- per month.

Leave:

- He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection:

- Screening of eligibility followed by **Walk-in Interview**.

Place of Posting:

He/She will be posted in **New Delhi**.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 13.02.2018 at a.m. in the Conference Hall, C.V. Mess building, Janpath, New Delhi. 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 IGNCAs reserves the right to reject any or all applications without assigning any reason. The decision of the IGNCAs regarding selection of applicants for interview and/or engagement shall be final and binding.

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/Organization	Post held	From & To	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. Nature of present employment if any. :

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: