

**(F.No.3/31/2087-SD/EMU) Adv. No. 23/2018**  
**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 each of Technical Assistant (Civil) and Technical Assistant (Electrical) on purely contractual basis. The eligibility requirements and other terms and conditions of engagement are as under:-

**1. Technical Assistant (CIVIL) - One Position.**

**Qualification & Experience:-**

Passed three years diploma in Civil Engineering from a Recognized University or State Technical Education Board, with 1 year experience after diploma.

OR

ITI Certificate in relevant field with 10 year experience after certificate.

**ROLE & REPONSIBILITIES:-**

1. Role of Technical Assistant (Civil) in IGNCA is to take action for operation and maintenance of Civil Installations including Water Supply and Sewer disposal installed in IGNCA campus. He/she shall check attendance and deployment of contractor labour in IGNCA for Civil Maintenance Works.
2. Checking and follow up of complaints regarding faults in plumbing, water supply, carpentry, sanitary works, drainage, sewer building repairs, cement repair works to floors, Walls, Stone Cladding, Doors, Windows, Seepage, Leakage Termite Effects etc. as required.
3. Periodic inspection of buildings to note Brick defects and follow up repair works.
4. Preparing Estimates of repair, maintenance and addition/alteration civil works.
5. Preparing draft N.I.T. and N.I.Q. for civil works.
6. Checking of measurements of works done by contractors and verifications of contractor's bills.
7. Checking of civil maintenance work materials available in IGNCA Store and preparing list of Maintenance materials required for day-to-day maintenance work and Special Repair Works.
8. Preparation of estimates, CAD Drawings and Tender documents related with all kinds of civil works.
9. Supervision of all site works.
10. Checking of bills according to the measurements, quantity and rates.
11. Knowledge of Maintaining Measurement Book.
12. Any other work as assigned by the (Consultant) Chief Engineer or any other Senior Official of IGNCA.

Remuneration	-	Rs.30,000/- per month
Period	-	One year
Age	-	Not exceeding 45 years of the date of Interview
Mode of Selection	-	Through walk-in-interview

**2. Technical Assistant (ELECTICAL) - One Position**

**Qualification and Experience:-**

Passed three years diploma in Electrical Engineering from Recognized University OR State Technical Board, with 1 year experience after diploma.

OR

ITI Certificate in relevant field with 10 year experience after certificate.

**ROLE & RESPONSIBILITIES:-**

1. Role of Technical Assistant (Electrical) in IGNCA is to undertake action for operation and maintenance of electrical fittings including air conditions systems.
2. He should be responsible for checking the attendance and deployment of staff of contractors who are awarded AMC for various electrical works.
3. Check operation and maintenance service of such as central air-conditions systems, lifts, operation of water pumping through hydro pneumatics system, fire fighting and fire alarm system, package type AC unit standby by DG set for Emergency power supply as well as any other electrical installation in the campus.
4. Processing of the electrical complaints received from various divisions and status of action taken to attend the complains.
5. Check the availability of electrical materials available in IGNCA store for electrical maintenance work and also to prepare estimates of addition, alternation for repairing works.
6. To prepare draft NIT and schedule of quantities of electrical works.
7. To coordinate with electrical division CPWD in respect of maintenance of electrical works.
8. Periodic Testing of Electrical Installation and Wiring etc. for Insulation Resistance Test and Earthling Test and testing of safety of Lifts.
9. Make arrangements for Electrical Installation and Services for various Programmes conducted in IGNCA.
10. Keep a watch on the availability of Diesel Stock for D.G set.
11. Check the works being done by various Contractors.
12. All the duties are to be performed as per the instructions and direction of Consultant (Chief Engineer).

Remuneration	-	Rs.30,000/- per month.
Period	-	One year
Age	-	Not exceeding 45 years as on 11.6.2018
Mode of Selection		Through walk-in-interview

**Other terms and conditions are as under:-**

1. Engagement shall neither be construed as a regular appointment nor shall it entitled to claim regular employment in the IGNC A under any circumstances.
2. Engagement shall automatically come to an end at the expiry of the period of engagement unless specifically and expressly extended further.
3. Director (Admin) will review performance on a monthly basis.
4. No fringe benefits like medical, CPF and LTC etc. will admissible during the period of engagement.
5. He/she shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his/her absence beyond 8 days in a year. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
6. He/she shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. He/she will mark their attendance in AEBAS mandatorily failing which may result in deduction of remuneration.
7. Engagement will; be on full time basis.
8. Eligible for travel with India in connection with IGNC A's work.
9. Eligible for TA/DA as per IGNC A rules.
10. He/she will give an undertaking that he/she is not engaged with any other project.
11. He/she will during the period of contract of service faithfully serve the IGNC A and shall at all times devote himself/herself honestly and diligently, promoting and improving the aims and objectives of the project and shall do and perform all such services, functions, acts, matters and things at any place in India and abroad, as the Member Secretary of IGNC A shall from time to time direct.
12. Should his/her conduct any stage considered as unbecoming of a contractual personnel of IGNC A, his/her contract shall liable to be terminated after giving due notice of one month. In case for any unavoidable reasons, he/she wish to leave the assignment prematurely, he/she shall have to give month's notice to IGNC A.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on **11.06.2018 at 11:00** am in the room of Chief Engineer, No.3, Dr. Rajendra Prasad Road, New Delhi – 110001. Nearest Metro Station Central Secretariat (Gate No. 2). Candidates are requested to report at **10:00 am** with original certificates for verification 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.

**ANNEXURE-I**

**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:**

Sl. No.	Name of Organization worked in	Years of Employment
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.

