

F.No.No.3/44/2017-SD/AM(Advt. No.01/2018)  
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 two positions of Stenographer on contract basis. The eligibility requirements and other terms and conditions of engagement are as under:-

**ELIGIBILITY:**

- (i) Persons retired from the post of Private Secretary/Principal Private Secretary/Sr. Principal Secretary or equivalent is eligible for the position of Stenographer
- (ii) The proficiency in short hand with minimum 80 w.p.m. & typing speed of 30 w.p.m.
- (iii) Good knowledge of stenography, typing etc. .
- (iv) Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

**SCOPE OF WORK/JOB RESPONSIBILITY:**

- (i) Taking dictation in shorthand and its transcription.
- (ii) Typing of confidential/secret documents including other typing work as considered necessary.
- (iii) Screening and attending of telephone calls and the visitors.
- (iv) Fixing of appointments and cancelling them, if necessary.
- (v) Keeping a list of engagements, meetings, tours, etc and reminding the officer sufficiently in advance.
- (vi) Keeping a note of the movement of files.
- (vii) Collecting of information and files, compilation of data.
- (viii) Sending routine reminders.
- (ix) Online movement of files, receipts etc.
- (x) Any other work assigned by the officer.

**AGE LIMIT:**

- (i) Should not be more than 62 years of age on the last date for receipt of application.
- (ii) The upper age limit of engagement shall be 65 years.

**REMUNERATION:**

- (i) The monthly consolidated remuneration of Rs.20,000/- (Twenty Thousand only) will be paid.

**PERIOD**

Initially for six months, extendable as per requirement.

Contd....2.

**LEAVE:**

- (i) The Stenographer shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year.

**WORKING HOURS:**

- (i) The Stenographer 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.
- (ii) He/she will mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

**DRAWAL OF PENSION:**

- (i) The retired Govt. servant engaged as Stenographer shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- (ii) The engagement as Stenographer shall not be considered as a case of re-employment.

**TERMINATION OF CONTRACT**

IGNCA may terminate the contract to which these terms apply if:-

- (i) The Stenographer is unable to attend the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the IGNCA.
- (iii) The Stenographer is found lacking in honesty and integrity.
- (iv) The Competent authority of IGNCA may also terminate the contract at any time without giving any notice and also without assigning any reason.

Candidates are request to attend Walk-in-interview with duly filled prescribed form given below, along with supported by self attested copies of testimonials. Walk-in-interview will be held on 16.01.2018 at 11.00 a.m. in IGNCA's Conference Hall, Central Vista Mess, Janpath, New Delhi-110001. Candidates are requested to report at 10.00 a.m. for verification of original certificates. 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 assigned any reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

**Application form for the position of Stenographer**

Recent Passport size Photograph
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1. Name :
2. Father's Name :
3. Date of Birth (in Christian era) :  
( Age as on 31.08.2017)
4. Address for correspondence with :  
Ph Nos. Office/Res./Mobile & e-mail ID.
5. Address (Correspondence ) :

6. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

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

Contd.....

8. 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)

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:

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**ENGAGEMENT OF STENOGRAPHER**

IGNCA intends to engage two positions of Stenographer on contract basis in IGNCA.

Walk-in-interview will be held on 16.01.2018 at 11.00 a.m. in the IGNCA's Conference hall, C.V.Mess, Janpath, New Delhi-110 001. Candidates are requested to report at 10.00 a.m. for verification of original certificates.

Full details are available at [www.ignca.gov.in](http://www.ignca.gov.in) Website.

Director (Admn)