

Indira Gandhi National Centre for the Arts
Regional Centre, Guwahati

Name of Position: Project Assistant

The IGNCA, Regional Centre, Guwahati requires two Project Assistants to work under various projects, research and documentation on the contextual aspects of culture including lifestyle, traditions, folklore, and art practices of communities, from eco-cultural and socio-economic points of view in the North East Region. The eligibility requirements and other terms and conditions of engagement are as under:

Qualifications:

Essential: Master's Degree in Social Sciences and Humanities, preferably in Cultural Anthropology/Sociology/Cultural Studies/Mass Communication, from a recognized University.

Desirable Qualification: M. Phil, Research experience or experience of coordinating programmes is desirable. Proficient in computers, MS Office, Photoshop, Coral Draw etc.

Number of Position: 02 (Two)

Duration of work: Initially for a period of one year, extendable as per requirement.

Age Limit: Not exceeding 35 years

Remuneration: Rs.30, 000/- per month.

Travel: He/ She will be eligible to travel within India in connection with official work. He/ She will be eligible for TA/DA as per IGNCA rules.

Leave: He/ She will be entitled for leave @ two and half days for each completed calendar month. The leave of one 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 Guwahati.

Candidates are requested to fill the prescribed form given below, supported by self- attested copies of testimonials. Walk-in-interview will be held on 19.03.2018 at 11:30 AM in the Assam State Museum, Ambari, Guwahati.

Candidates are requested to report at 10:30 AM 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 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
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Name of Position: Accounts Assistant

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage One Accounts Assistant on contract basis for its Regional Centre, Guwahati. The eligibility requirements and other terms and conditions of engagement are as under:

Educational Qualifications:

Essential: B. Com (Minimum 55% marks) from a recognized University.

Desirable Qualification: Knowledge of computer applications and at least one year of relevant working experience on Accounting Software, audit, banking, salary, budgeting etc. as per requirement of the Regional Centre.

Number of Position: 01 (One)

Duration of work: Initially for a period of one year, extendable as per requirement.

Age Limit: Not exceeding 35 years

Remuneration: Rs.15,000/- per month

Leave: He/ She will be entitled for 8 days casual leave in a calendar year. The leave of one year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Place of Posting: He/ She will be posted in Guwahati.

Candidates are requested to fill the prescribed form given below, supported by self- attested copies of testimonials. Walk-in-interview will be held on 19.03.2018 at 02:00 PM in the Assam State Museum, Ambari, Guwahati.

Candidates are requested to report at 01:00 PM 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 IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of IGNCA regarding selection of applicants for interview and/or engagement shall be final and binding.

Indira Gandhi National Centre for the Arts
Regional Centre, Guwahati

Name of Position: MTS

The Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the Ministry of Culture, Government of India intends to engage One MTS on contract basis for its Regional Centre, Guwahati. The eligibility requirements and other terms and conditions of engagement are as under:

Qualifications:

Essential: Matriculate from a recognized Board (Central/State).

Desirable Qualification: Proficiency in handling photocopy machine.

Number of Position: 01 (One)

Duration of work: Initially for a period of one year, extendable as per requirement.

Age Limit: Not exceeding 35 years

Remuneration: Rs.8, 000/- per month.

Leave: He/ She will be entitled for 8 days casual leave in a calendar year. The leave of one year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Place of Posting: He/ She will be posted in Guwahati.

Candidates are requested to fill the prescribed form given below, supported by self-attested copies of testimonials. Walk-in-interview will be held on 19.03.2018 at 04:00 PM in the Assam State Museum, Ambari, Guwahati.

Candidates are requested to report at 03:00 PM 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 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
REGIONAL CENTRE, GUWAHATI**
(House No.5, Hem Chandra Road, Uzan Bazaar Riverside, Guwahati – 781001)
APPLICATION FORM

Place for
Affixing
Passport
Size Photo

Application for the position_____

1. Name (in block letters):

2. Father's Name:

3. Date of Birth (in Christian era):

4. Correspondence Address:

5. Address (permanent):

6. Telephone No. /Mobile No. /
Email

7. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University/Board	% of Marks	Class/ Division

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 you signature, if the space below is insufficient

Office/Institution	Post held	Experience (From/To/ Total)	Pay/ Emoluments Drawn	Nature of duties in detail(attach 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) Professional training

(iii) Work experience over and above experience in the vacancy circular/advertisement (Note: enclose a separate sheet if space is insufficient)

11. Additional details about the present employment. Please state whether working under: (a) Central Government (b) Autonomous organization (c) Public Sector Undertaking

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 applicant)

Date: _____

Place: _____