

File No: 3/51/2018-SD/AM (Adv. No. 40/2018)

Indira Gandhi National Centre for the Arts, IGNCA

(An Autonomous Trust under the Ministry of Culture, Govt. of India)

No.11 Man Singh Road, New Delhi-110 001

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position of Project Associate in Kaladarsana Division of IGNCA. The engagement will be on contract basis for a period of one year. He/she can manage all the exhibition spaces, stage management, increase outreach activities, design of project report, invitation cards, design of exhibition, Hindi translation of cards, Photography etc.

Project Associate:

Number of Position : One

Duration : One Year

Remuneration : Rs.40,000/- per month.

Age limit : Not more than 45 years as on 16.11.2018.

• **Job responsibilities are as under:**

- Preparation of floor plans.
- Designing of exhibitions, stage, stalls on scale in 3D.
- Proficiency in MS office (word, Excel, power point, access), Graphics (Adobe PS, Coral Draw), Photo editing (adobe light room), Text editing (adobe in design), Google sketch-up, Basic website designing.
- Social media management and event planning, blogging, content uploading on YouTube.
- Liaison with classical and folk music artists.
- Liaison with folk, tribal and contemporary artists.
- Editing of Hindi and English texts.
- Annual report writing.
- Editing of photographs.
- Liaison with media.

• **Educational Qualifications:**

- Bachelor's degree from a recognized University.
- PG Diploma in computer administration or in programming and management.

• **Experience:** 10 years experience in designing and editing.

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.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials.

The Walk-in-Interview will be held on 16.11.2018 at 11:00 am in the Conference Hall, C.V. Mess, Janpath, New Delhi – 110001 (Nearest Metro Station, Central Secretariat, Gate No.4) Candidates are requested to report one hrs. before for verification of original certificates. Candidates are requested to bring original certificates for verification. Only eligible candidates will be allowed to appear for interview.

The IGCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGCA regarding selection and/or engagement shall be final and binding.

Director (A)
IGCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
11, Man Singh Road, New Delhi-110001

Application form for the Position of Project Associate

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile/email ID

5. Address (Permanent) :

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 :

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: