

File No.3/47/2018-SD-AM (Advt.No.38)  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
(An Autonomous Trust under the Ministry of Culture, Govt. of India)  
No.11, Man Singh Road, New Delhi-110001.

Dated: 10.10.2018

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage four (4) Project Assistants in its Cultural Informatics Unit to work on **Kumbh Mela Mobile Application Development Project** which has been assigned to IGNCA recently by the Ministry of Culture, Government of India. The engagement will be purely contract basis only, for a period of six months.

**Project Assistant**

**Number of Positions:** Four (4)

**Duration:** Six months

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

**Age limit:** Not more than 35 years.

**Educational Qualifications:** Masters Degree in any Subject of Humanities/Sciences.

**Required Experience:** Previous experience in Libraries, Museums, Archives, Data Entry, knowledge of audiovisual editing and Information Technology. Knowledge of Performing Arts is also deemed necessary.

**Job Responsibilities:** To create metadata/ to edit audiovisual material with tools/ ingestion of audiovisual material/Time-code tagging and other related tasks for curation of content for the Kumbh Mela Mobile Application.

**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.

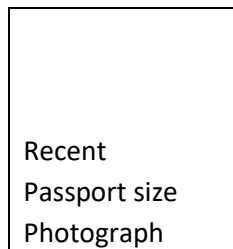
**Mode of Selection:** Screening of eligibility followed by Walk-in-interview.

Candidates are request to fill in the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 15.10.2018 at 11:00 am in the Conference Room, Office of Member Secretary, IGNCA, Ground Floor, No. 11 Man Singh Road, New Delhi (Nearest Metro Station, Central Secretariat, Gate No. 2). Candidates are requested to report at 10:00 am 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.

Director (A)  
IGNCA

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**11, Mansingh Road, New Delhi-110001**



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: