

F.No.4/1/2018-SD/AM Advt. No.47/2018
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Advertisement for filling up the position of Assistant Director(NMM.), Indira Gandhi National Centre for the Arts

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the administrative control of Ministry of Culture, invites applications in the prescribed format for the position of Assistant Director(NMM) in IGNCA, New Delhi. The appointment will be on deputation/short term contract basis initially for a period of one year in the Pay Matrix Level 11 (Pre-revised scale Rs.15600-39100/- Grade Pay Rs.6600/-).

Educational Qualification and experience

Essential

1.
 - (i) Must have a technical degree like BE/B. Tech. (Computer Science/ Electronics/ IT etc.), M.Sc. (Computer Science/Electronics/IT etc.), MCA/M. Tech. (Computer Science/Electronics/IT etc.), or equivalent from a recognized University/Institution.
 - (ii) Working experience of five years in the areas of large databases, digitization project, e-governance project etc.
2.
 - (i) Holding analogous post of Assistant Director in the Pay Matrix Level 11 (Pre-revised scale Rs.15600-39100/- Grade Pay Rs.6600/-) in Universities/recognised research institutions

OR

 - (ii) For appointment on deputation basis, the candidate must have working experience as Scientist B in the Grade Pay of 5400/- or equivalent in the Department of Government of India/State Government/Central/State Autonomous Bodies or Institutions for last 5 years. Deputation allowance as per Government of India orders will be paid to selected candidate.
2. Young and talented candidates in the IT field having qualification and experience as mentioned in 1 (i) & (ii) above may also be considered for contractual engagement.

Age Limit: 40 years

Closing Date:

Applications in the prescribed proforma should be sent to Director(Admn.), IGNCA, CV Mess Building, Janpath, New Delhi 110 001 so as to reach within 30 days from the date of publication of the advertisement in the Employment News. The IGNCA reserves the right to accept or reject any application on valid ground.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of Assistant Director(National Mission for Manuscripts)

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era)
with present age :
4. Nationality :
5. Address for correspondence with
Ph Nos. Office/Res./Mobile/E-mail :

6. Address (Permanent) :

7. Date of retirement under Central/State
Government Rules* :
(*for candidates working under Govt. Sector)

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

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

9. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

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

11 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)

12 In case the present employment is held on deputation/contract basis please state:

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract basis
- (c) The pay scale presently held
- (d) The current pay scale in your parent organization (if you had been there):
- (e) Name of the parent office/organization to which you belong
(Note: enclose a separate sheet, if space is insufficient)

13 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)

14 Remarks: The candidates may indicate information with regard to

- (i) Reports and special projects
- (ii) Awards/scholarships/official appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and
- (iv) Any other information
(Note: enclose a separate sheet, if space is insufficient)

- 15 Service to which belongs _____ :
- 16 Nature of present employment i.e. ad-hoc or (temporary) quasi-permanent or permanent
- 17 Additional details about present employment. Please state whether working under:
- (b) Central Government
 - (c) State Government
 - (d) Autonomous organization
 - (e) Government undertaking
 - (f) Universities/Recognized Research Institutions
- 18 Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale
- 19 Existing total emoluments drawn per month

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 :

Place:

Forwarding Note by the Employer

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant
- (ii) The applicant is clear from vigilance angle
- (iii) The integrity of the applicant is beyond doubt
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post
- (vi) The ACR Dossier of the applicant for the last 5 years is enclosed with the application

(Signature with seal of the authorized signatory on behalf of the employer)

