

File No.3/54/2018-SD/AM (Advt. No. 42/2018)  
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-110 001

Dated: 13<sup>th</sup> November, 2018

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one Project Associate (Designer) on contractual basis in the Publication unit to handle the work of formatting, layout making, designing of cover pages, book designing, brochure designing, standee designing, backdrop designing, image editing and selection of proper fonts for different type of work etc. For content and Index page making, small typing work, the Project Associate (Designer) should also have good English and Hindi typing speed purely on contractual basis. The eligibility criteria are as under:-

1. Number of post - 01 (One)
2. Tenure - Six months (extendable as per requirement & performance)
3. Remuneration - Rs.40,000/- per month.
4. Age limit - Not more than 55 years as on 29.11.2018.
5. Mode of Selection - Screening of eligibility followed by Walk-in-interview.

**EDUCATIONAL QUALIFICATION:**

- (i) B.A.
- (ii) PGDCA

**EXPERIENCE:**

- (I) Having minimum 10 years of actual working experience in designing, Illustrator, Corel Draw, Quark X Press, Photoshop and Page maker softwares etc.
- (II) Experience of working in newspaper and magazine producing organisation and leading to team to deliver the goods within shortest possible time.

**DESIRABLE:**

Typing speed 35 w.p.m. in Hindi and 40 w.p.m. in English.

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 29.11.2018 at 11:00 in the Publication Unit, 1st Floor, C.V. Mess, Janpath, New Delhi – 110 001 (Nearest Metro Station, Central Secretariat, Gate No.2). Candidates are requested to report at 10:00 am for verification of original certificates. Candidates are requested to bring original certificates. Only eligible candidates will be allowed to appear in 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(Admn)

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

**Application form for the Position of Project Associate (Designer)**

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: