

File No: 3/55/2018-SD/AM (Adv. 43/2018)

Indira Gandhi National Centre for the Arts, IGNCA

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

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

Dated: 15.11.2018

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one Office Assistant in Kaladarsana Division of IGNCA . The engagement will be on contract basis for a period of six months, which may be extended as per requirement and satisfactory performance. The job responsibilities are as under:-

1. Co-ordination with artists, exhibitions regarding photos, music, air tickets, taxis etc.
2. Assistance to PD (KD) in drafting letters etc.
3. Co-ordination with Baljagat works.
4. Scheduling of Programmes.
5. Comparing of Cultural Programmes etc.
6. Assistance in classical music, programmes in accounting, administrating work to AO & AFA (KD).

Eligibility Criteria:-

Number of Position : One

Duration : six months

Remuneration : Rs.25,000/-

- **Age limit :** Maximum 35 years as on 19.11.2018.
- **Educational Qualifications:**
 - Bachelor's degree from a recognized University.
 - Knowledge of Accounts and Computer Applications
 - Well versed with MS Office and proficiency in English (30 w.p.m.)
 - Good communication skill both in English and Hindi.
 - 05 years of relevant experience in the relevant filed.

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.

Walk-in-Interview will be held **on 19.11.2018 at 11:00 am in the room of Programme Director (KD), 1st Floor, C.V. Mess, Janpath, New Delhi- 110001** (Nearest metro station, Central Secretariat, Gate No. 4). Candidates are requested to report at 10:00 am for registration purpose. Only eligible candidates will be allowed to appear for interview. (Candidates are requested to bring original certificates for verification).

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

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. Mess, Janpath, New Delhi-110001

Application form for the Position of Office Assistant

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: