

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**REGIONAL CENTRE, BENGALURU**

(Ministry of Culture, Government of India)  
Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.  
Telephone: 080 23212320 / 23212332

The Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the Ministry of Culture, Government of India having its Regional Centre at Bengaluru is visualised as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA's Regional Centre at Bengaluru spread over eight acres outside the precincts of the Bengaluru University campus, the Regional Centre is nodal centre for research, archival and documentation in arts. The Centre has initiated several research projects and academic activities focusing on the cultural heritage of South India.

The IGNCA RCB intends to engage one position of “**MAINTENANCE ENGINEER**” on Contract basis.

**Details of the Position:**

Name of Position	:	Maintenance Engineer
Number of Position	:	One
Remuneration	:	Rs. 40,000/- per month
Period	:	One year
Age	:	Not exceeding 62 years as on 01.10.2018
Mode of Selection	:	Through Walk-in Interview Wednesday, 24th October 2018 (9:30 a.m. to 1:00 p.m.)

**Eligibility:**

Person retired as Assistant Engineer / Executive Engineer or the equivalent post from CPWD/Railways/MES/State PWD's

Or

Passed B.E./B.Tech., in Civil Engineering from Recognised University and having minimum 3 years of experience in construction/maintenance in reputed organisation.

Or

Passed three year diploma in Civil Engineering from a Recognised technical board and having minimum of 7 years of experience in construction/maintenance (civil works) in reputed organisation

**Duration:**

Initially for a period of one year. Term could be renewable based on performance review.

### **Work Profile:**

The Maintenance Engineer shall be in-charge of the maintenance (Civil & Electrical) of IGNCA, Regional Centre, Bengaluru and shall co-ordinate with CPWD/NBCC and local civil authorities for the upcoming projects/building in the campus for prepare planning, quality assurance and execution of work.

Maintenance Engineer should have experience for document process, preparing estimates, tender documents, planning of sanitary and water supply works and should also have knowledge of specifications, quality control, parameters etc.,

The Maintenance Engineer will work under the guidance of the Regional Director, Bengaluru and will advise and direct, procedures and practices to be followed for transparency in tendering and award of works. He/she shall also ensure proper check-ups of works in respect of quality and measurements and process for payment to the contractors in their time frame. He/she shall also be responsible to maintain the drawings, measurement books and other documents related to estate maintenance work. He/she shall also be responsible for repair, upkeep and maintenance of existing infrastructure and estate.

### **Other terms and conditions:**

1. Engagement shall neither be construed as a regular appointment nor shall it entitled to claim regular employment in the IGNCA under any circumstances.
2. Engagement shall automatically come to an end at the expiry of the period of engagement unless specifically and expressly extended further.
3. Regional Director will review performance on a monthly basis.
4. No fringe benefits like medical, CPF and LTC etc., will admissible during the period of engagement.
5. He/she will be entitled to avail leave of two and half days for each completed calendar month of service. No other kind of leave shall be admissible under any circumstances. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
6. He/she shall be required to observe the normal office timings and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
7. Engagement will be on full time basis.
8. Eligible for travel with in Indian in connection with IGNCA's work.
9. Eligible for TA/DA as per IGNCA rules.
10. He/she will give an undertaking that he/she is not engaged with any other project.

11. He/she will during the period of contract of service faithfully serve the IGNCA and shall at all times devote himself/herself honestly and diligently, promoting and improving the aims and objectives of the project and shall do and perform all such services, functions, acts, matters and things at any place in India and abroad, as the Member Secretary of IGNCA shall from time to time direct.
12. Should his/her conduct any stage considered as unbecoming of a contractual personnel of IGNCA, his/her contract shall liable to be terminated after giving due notice of one month. In case for any unavoidable reasons, he/she wish to leave the assignment prematurely, he/she shall has to give one month's notice to IGNCA.

**Mode of Selection:**

Candidates are requested to fill in the prescribed form given below, supported by self-attested copies of testimonials and submit on the day of Interview. Walk-in-interview will be held on the following date.

**Walk-in Interview Timings:**

Date	:	Wednesday, 24 <sup>th</sup> October, 2018
Verification of Testimonials	:	9:00 a.m. onwards
Walk-in Interview	:	9:30 a.m. to 1:00 p.m.

**Venue** : Indira Gandhi National Centre for the Arts  
Regional Centre  
Kengunte Circle, Mallathahalli, Jnanabharathi Post  
Bengaluru – 560056.

The IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases. The IGNCA reserves the right to accept or reject any or all applications without assigning any reasons. Only eligible candidates will be allowed to appear for the Interview. The decision of the IGNCA regarding selection of application for interview and/or engagement shall be final.

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Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

**APPLICATION FORM**

Place for  
affixing  
Passport  
size Photo

**Application for the position:** \_\_\_\_\_

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

<b>Qualification</b>	<b>Year of Pass</b>	<b>University / Board</b>	<b>% of Marks</b>	<b>Class / Division</b>

**Note:** Originals of the testimonials should be produced at the time of verification / interview.

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
10. Details of employment, in chronological order, enclose a separate sheet duly authenticated by you signature, if the space below is insufficient.

<b>Office / Institution</b>	<b>Post held</b>	<b>Experience (From / To / Total)</b>	<b>Pay / Emoluments drawn</b>	<b>Nature of duties in detail (attach sheets if required)</b>

11. 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) Candidates should enclose a detailed CV.
  - (ii) Additional academic qualification.
  - (iii) Professional training.
  - (iv) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient).
12. Additional details about the present employment. Please state whether working under : (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking

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 applicant)

Date: \_\_\_\_\_

Place: \_\_\_\_\_