

File No: 3/18/2018-SD/AM (Adv. No. 13 /2018)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
C.V. Mess, Janpath, New Delhi-110001

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust under the Ministry of Culture, Government of India is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the centre in all its work is multi-disciplinary and holistic.

The IGNCA requires one position of Project Assistant to work under NARI SAMVAAD PRAKALP (NSP) Project of IGNCA.

Name of Position	-	Project Assistant
Number of Position	-	One
Duration	-	Six months (Extendable as per requirement/work performance)
Remuneration	-	Rs. 30,000/- per month
Age limit	-	Not more than 30 years as on 25.4.2018.

Work Profile:

Project Assistant will assist in the coordination of the projects under the NARI SAMVAAD PRAKALP (NSP) and will be attached to Project Director of NSP. Will take responsibility in academic management, organizing meetings, reviews, workshops and seminar/conference and also update on the progress of projects. Creation of related databases under supervision of Project Director will also be a part of profile.

Education Qualifications:

Master's Degree in Ancient Indian History/Humanities/GenderStudies from a recognized University. He/she should be very well versed with MSWord, MS-EXCEL and MS-PowerPoint etc.

Experience:

Experience of assisting in programmes is desirable.

Travel: -He/she will be eligible to travel within India in connection with official work. He/she will be eligible for TA/DA as per IGNCA Rules.

Leave: -He/she will be entitled for leave @ two and half days for each Completed calendar month of service. The leave of one year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any Circumstances.

Place of Posting -He/she will be posted in New Delhi.

Mode of Selection: Through walk-in-interview.

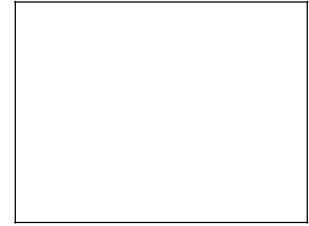
Candidates are required to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 25.04.2018 at 11.00 a.m. in the IGNCAs Conference Hall C.V. Mess Building, Janpath, Nearest metro station central secretariat (Gate No.2) New Delhi-110001. Candidates are requested to report at 10.00 a.m. with original certificates for verification. Only eligible candidates will be allowed to appear in the interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGNCAs reserves the right to reject any or all applications without assigning any reason. The decision of the IGNCAs regarding selection of applicants for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

NARI SAMVAAD PRAKALP
Project of IGNC



Application for the position: **Project Assistant**

- 1.Name & Address (in block letters) :
- 2.Father's Name :
- 3.Date of Birth (in Christian era) :
- 5.Correspondence Address :
- 6.Address (permanent) :
7. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University/ Board	% of marks	Class/ Division

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

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	Experience From/ To/ Total	Basic Pay & Pay Scale / Pay Band held	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) Professional training
 - (iii) Work experience over and above experience in the vacancy circular/ advertisement
- (Note: enclose a separate sheet if space is insufficient)

10. Service to which you belong

11. 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.

Date:

(Signature of the Applicant)