

**(F.No. 4/3/2018-SD/AM ADV. No. 17/2018 )**

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
(An Autonomous Trust under Ministry of Culture, Govt. of India)  
C.V. Mess, Janpath,  
New Delhi-110 001.

23<sup>rd</sup> May, 2018

**Advertisement for filling up the position of Assistant Director (I&PR), 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 filling up the position of Assistant Director (I&PR) in IGNCA, New Delhi. The appointment will be on Deputation/Contract/Direct Recruitment basis in Level 10 in the Pay Matrix (Pre-revised scale PB-3 Rs.15600-39100 with grade pay of Rs.5400/-).

**Eligibility Criteria:**

**Educational and Other qualifications/Experience:**

**For Direct Recruitment**

1. Masters Degree in Public Relations/Journalism/Mass Communication.
2. Not less than 7 years' experience out of which at least 5 years should be in the supervisory capacity in public relations/publicity/printing and publishing/Media organisation.
3. Age limit : Not exceeding 45 years on the date of publication of the advertisement in the Employment News. Relaxable for Departmental candidates upto 5 years.

**For Deputation/Contract**

Officers of the Central Government/ State Government/ Autonomous organisations/ Public Sector Undertaking/ Universities;

Holding analogous post on regular basis or at least 7 years service in PB-2 Rs.9300-34600 with Grade Pay of Rs.4800/- and having educational qualification and experience as prescribed for direct recruitment.

Note: Age for deputation/contract should not exceed 56 years.

**Closing Date:**

Applications in the prescribed proforma alongwith prescribed Annexure-I should be sent to the Director (Admn.), Indira Gandhi National Centre for the Arts, CV Mess Building, Janpath, New Delhi 110 001 so as to reach within 21 days from the date of publication of the advertisement in the Employment News. Only eligible candidates will be allowed to appear for the interview.

Director (Admn.)  
IGNCA

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**Application form for the post of Assistant Director (I&PR)**

**Please affix the  
self attested  
photo**

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

7. Address (Permanent) :

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

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

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 your signature, if the space below is insufficient

Office/ Institution	Post held	Experience			Basic pay and pay scale/pay band held	Nature of duties in detail (attach separate sheets, if required)	Familiarity with ICT applications
		From	To	Total			

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) Additional academic qualification
- (ii) Professional training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement

(Note: enclose a separate sheet, if space is insufficient)

12. Service to which you belong :

13. Additional details about the present employment. Please state whether working under:

- (a) Central /State Government
- (b) Autonomous organization
- (c) Public Sector undertaking/Universities :

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:

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the Particulars furnished by Shri/Ms \_\_\_\_\_ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular. Also certified that there is no Vigilance case pending/contemplated against him/her.

ii) The attested copies of ACR/APAR Dossier of the applicant for the last 5 years are enclosed.

iii) The cadre controlling authority of the applicant has given its clearance for his/her applying for the above post.

**Signature**

**Name & Designation**

**(Office Seal)**