

File No: 3/22/2018-SD/AM (Adv. No. 14/2018)

Indira Gandhi National Centre for the Arts, IGNCA

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

Central Vista Mess, Janpath, New Delhi-110 001

Indira Gandhi National Centre for the Arts, an Autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position of **Venue Assistant** on Contract basis in IGNCA.

Brief Description:

IGNCA proposes to fill up one positions of Venue Assistant for handling the increased work load which will result in further professionally handling the visitors and managing the bookings.

Work Profile:

- Will Co-ordinate all works like attend visitors, show venues, Administrative/Financial assignments under Incharge (VB) who is working under the guidance/supervision of Director (A).

Educational Qualifications:

- Graduate
- Certificate in IT

Experience: One year

Skills:

- Good written and verbal communication skill, Office organizing capability and Honesty.
- Good knowledge of MS Office.

Age Limit:

- Not more than 30 years as on 26.04.2018

Time Period-

- One year (extendable as per requirement/work performance).

Monthly Emoluments- Rs. 25,000/- per month.

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.

Place of Posting: New Delhi

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 26.04.2018 at 11:00 am in the IGNCA's Conference Hall, 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 with original certificates for verification and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

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

Director (Admn)
IGNCA

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

Application form for the Position of Venue 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: