

File NO.4/5/2019-SD/AM (Adv. 12/2019)  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**(An autonomous Trust under the Ministry of Culture, Government of India)**  
**REGIONAL CENTRE, GOA.**  
**Ravindra Bhawan, Near SH 5, Fatorda, Margaon, Goa – 403 602.**

The IGNCAR Regional Centre, Goa invites application for the following positions:

**1. PROJECT ASSOCIATE:**

- (I) Number of Position: One
- (II) Remuneration : Rs.40,000/- per month
- (III) Age limit: Not exceeding 40 years.
- (IV) Tenure: Initially for a period of one year, extendable on the basis of performance & requirement.

**Work Profile:**

Project Associate will work in IGNCAR's Goa Regional Centre under the Regional Director in managing the affairs of the Centre that includes preparing proposals for arts related activities such as workshops, seminars, lectures and performances for various target groups; co-ordinating programmes; communicating with various organizations for collaborations; anchoring of events; writing reports. He/She will be required to work at odd hours and on weekly and other holidays depending on work requirement.

**Educational Qualification and Experience:**

- 1. Master's degree in a subject such as Visual Arts/Performing Art/Museology/Cultural Studies/Social Sciences including Sociology/Anthropology/ History from recognised University.
- 2. Fluency in English speaking and Writing.
- 3. At least five years of exposure in cultural field or research.
- 4. - Well versed with MS word, MS Excel and MS Power-point etc.
- 5. - 2 years of project related work experience including analysis, field work, data collection and report writing.
- 6. **Desirable:** M.Phil or Ph.d with research experience or coordinating programmes and other related assignments.
- 7. Mode of Selection: Through Walk-in-Interview.

**2. Office Assistant :**

- (i) Number of position: One
- (ii) Job specification : To Provide required assistance in administrative matters and upkeep of related records.
- (iii) Duration : 01(one ) year, extendable.
- (iv) Remuneration : Rs.20,000/- per month (Rupees Twenty Thousand only)
- (v) Age Limit : Not exceeding 35 years.

**Education Qualification:**

Essential: Graduate in any discipline from a recognized University, Proficiency in MS Office with 3 years of experience in relevant field and well versed in drafting official communications in English.

Mode of Selection: Through Walk-in-Interview.

**Other Terms and Conditions:**

1. Engagement shall neither be construed as regular appointment nor shall it be entitled to claim regular appointment in the IGNCAs at any circumstances.
2. Engagement shall automatically come to end at the expiry of the period of engagement unless specifically extended further.
3. Performance of the candidate will be reviewed by the Regional Director from time to time.
4. No fringe benefits like medical, CPF and LTC etc. will be admissible during the period of engagement.
5. 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.
6. Engagement will be on full time basis. He/She shall be required to observe 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. He/she will mark their attendance mandatorily failing which may result in deduction of remuneration.
7. He /She will be eligible to travel within India in connection with official work. He /She will be eligible for TA/DA as per IGNCAs norms.
8. He/she will have to give an undertaking that he /she has not been engaged with any other institution. He/she will faithfully serve the IGNCAs during the period of contract of service and shall devote himself/herself honestly and diligently.
9. If his/her conduct considered not suitable at any stage, his/her contract shall be terminated by giving one month notice. In case for any reason, he/she wish to leave the assignment prematurely, he/she will have to give one month's notice to IGNCAs.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 13.06.19 for Project Associate and 14.06.19 for Office Assistant at IGNCAs Regional Centre, Goa Ravindra Bhawan, Near SH 5, Fatorda, Margaon, Goa – 403602. Candidates are advised to report one hour before the scheduled time of interview for registration purpose, at sharp, on the date mentioned above with original certificates for verification. Only eligible candidates will be allowed to appear for interview.

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

**Director(Admn)**  
**IGNCA**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

Regional Centre, Goa  
Ravindra Bhawan, Near SH5, Fatorda, Margaon  
Goa-403602

**Application form for the Position of**

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Recent  
Passport size  
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) & Age :
4. Address for correspondence :

5. Contact telephone number & email ID :
6. Address (Permanent) :

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

Qualification	Year of passing	University/ Institution	% 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 :

9. 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)

10. 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)

11. 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: