

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU

(Ministry of Culture, Government of India)

Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution 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 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 has a Regional Centre in 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 requires one position of **“Programme Assistant”** to work under the guidance of the Regional Director, IGNCA RCB :

Name of Position	:	Programme Assistant
Number of Position	:	One
Remuneration	:	Rs. 30,000/- per month
Age limit	:	Not exceeding 45 years

The roles and responsibilities of the Programme Assistant:

- Coordinate outreach programmes of the IGNCA RCB (Concerts, Workshops, Seminars, Exhibitions, Lectures, and Film-screenings etc.) mainly in Bengaluru and other parts of Karnataka and South India.
- Preparation of yearly and quarterly reports, programme proposals and budget.
- Liaison with other organizations in the art and culture space and Government agencies to host programmes and ensure their smooth conduct.
- Prepare and disseminate publicity materials and arrange suitable media coverage for all IGNCA RCB programmes.
- Dissemination of IGNCA RCB related information via Social Media and monthly Newsletter.
- Co-ordinate documentation of completed programmes – Written reports and Audio/Video archiving.
- Preparation of annual reports to head office on Programmes conducted by IGNCA RCB.
- Work under the supervision and guidance of the Regional Director, IGNCA RCB.

Duration:

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

Educational Qualification:

Master's Degree in Arts/Humanities/Science / Media / Mass Communication / Journalism, Culture related or allied field from any recognized university. He/She should be very well versed with MS Office, basic proposal writing and event management skills.

Eligibility Criteria:

- Very good written and oral communication skills in English, Kannada and Hindi as well.
- Willingness to travel widely in order to conduct programmes across all Southern States.
- An awareness and/or knowledge of one or more of the art forms and a general empathy & understanding of the others will be an added advantage.

IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases.

Experience:

Prior work experience of at least 6 years in organizing similar events and/or in the arts and culture space either in an individual capacity or as part of a Government or private arts organization and/or interacting/working in a media environment.

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 norms.

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. In the case of duties/field work on holidays, compensatory leave may be considered at the discretion of Regional Director. No other kind of leave shall be admissible under any circumstances.

Place of Posting : He/She will be posted in Bengaluru.

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 : Tuesday, 20th March, 2018
Verification of Testimonials : 8:30 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 accept or reject any or all applications without assigning any reasons. The decision of the IGNCA regarding selection of application for interview and/or engagement shall be final.

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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. /
Email :

7. Educational Qualification (beginning with Matriculation onwards)

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

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

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 you signature, if the space below is insufficient.

Office / Institution	Post held	Experience (From / To / Total)	Pay / Emoluments drawn	Nature of duties in detail (attach 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) 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).
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.

(Signature of the applicant)

Date: _____

Place: _____