

File No.3/38/2018-SD/AM (Advt.No.26/2018)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Central Vista Mess, Janpath, New Delhi-110001.

New Delhi, Dated: 29TH June,2018

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one Project Associate and one Project Assistant in its Kala Nidhi Division to work on Mohan Khokar Dance Collection (MKDC), which has been acquired by the IGNCA recently. The engagement will be purely contract basis only, initially for a period of one year, which may be extended as per requirement and based on satisfactory performance.

Project Associate:

Number of Position : One
Duration : One year.
Remuneration : Rs.40,000/- per month.
Age limit : Maximum 55 years as on 09.07.2018.

Educational Qualifications: : Masters in Arts/B.Ed/B.Lib & Information Science.

Desirable Experience : Previous experience in Archives/Museums/Libraries and interests in Dance will be an asset.

Job Responsibilities : Sorting/Categorizing/subject classification/gallery work
In consonance of provisions of Library and Archives and any other related areas.

Project Assistant:

Number of position : One
Duration : One year
Remuneration : Rs.30,000/- per month.
Age limit : Maximum 40 years as on 09.07.2018.

Educational Qualifications: B.Lib & Information Science: and Diploma in Computer applications.

Desirable experience : Previous experience in Library, Data Entry and computerization as Per set norms: and knowledge & working experience in Dspace and KOHA will be an asset.

Job Responsibilities : To accession/classify/catalogue/data entry/using Library Science Tools and other related tasks.

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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.

The walk-in-interview will be held on 9th July,2018 at 11.00 a.m. for the position of Project Assistant and 12.00 p.m. for the position of Project Associate in the room of Director (Lib. & Inf.) 2nd Floor, No.11 Man Singh Road, New Delhi-110001 (Nearest Metro station is Central Secretariat Gate No.2) . Candidates are requested to report one hour before for registration purpose. Only eligible candidates will be allowed to appear for interview. Candidates are requested to bring original certificates for verification.

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

**Director(Admn)
IGCA**