

F.No.3/6/2018-SD/AM Advt. No45/2018)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
11, Mansingh Road, New Delhi-110001.

Dated: 30.11.2018

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage one position of OSD to Member Secretary on purely contractual basis in IGNCA. The eligibility criteria are as under:-

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| 1. Essential Educational qualification - | Graduate from a recognized university. |
| 2. Experience | Retired as Deputy Secretary/Director having ten years work experience in administration and establishment.
Working experience as Registrar of any University will have additional weight age.
Experience in publishing and marketing of Books along with literary background will be preferred. |
| 3. Role and responsibility - | To streamline the process in terms of DOPT Rules and other related guidelines, prior Scrutiny before final approval from the Competent authority.
Publishing and marketing of books.
Any other work to be assigned by the Competent authority of IGNCA. |
| 4. Remuneration - | Consolidated remuneration Rs.50,000/- + Rs.5,000/- per month as Conveyance charges. |
| 5. Period - | Initially for a period of one year. |

OTHERS TERMS AND CONDITIONS ARE AS UNDER:

LEAVE:

The OSD shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year.

WORKING HOURS:

- (i) The OSD shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- (ii) He/she will mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

DRAWAL OF PENSION:

- (i) The retired Govt. servant engaged as OSD shall continue to draw pension and Dearness Relief on pension during the period of his engagement as OSD.
- (ii) The engagement as OSD shall not be considered as a case of re-employment.

TERMINATION OF CONTRACT

IGNCA may terminate the contract to which these terms apply if:-

- (i) The OSD is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the IGNCA.
- (iii) The OSD is found lacking in honesty and integrity.
- (iv) The Competent authority of IGNCA may also terminate the contract at any time without giving any notice and also without assigning any reason.

Candidates are request to fill in the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 04.12.2018 at 11:00 a.m. in the Kala Nidhi Division, No.11, Mansingh Road, New Delhi – 110001. Candidates are requested to report at 10:00 am for verification of original certificates. Only eligible candidates will be allowed to appear for the interview.

The IGNCA reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of OSD

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
e-mail ID.
5. Address (Permanent) :
6. Date of retirement under Central/State :
Government Rules*
(*for candidates working under Govt. Sector)
7. Educational Qualifications (beginning with Matriculation, onwards) :

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

8. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

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	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

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) Profession training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement
- (Note: enclose a separate sheet, if space is insufficient)

12. Remarks: The candidates may indicate information with regard to

- (i) Reports and special projects
 - (ii) Awards/scholarships/official appreciation
 - (iii) Affiliation with the professional bodies/institutions/societies and
 - (iv) Any other information
- (Note: enclose a separate sheet, if space is insufficient)

13. Service to which belongs :

14. Nature of present employment if any. :

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

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government undertaking
- (e) 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: