

(F.No. 4/12/2018-SD/AM ADV.: No.6/2019)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Organization under Ministry of Culture, Govt. of India)
C.V. Mess, Janpath, New Delhi-110 001.

6th February, 2019

Advertisement for filling up the position of Dy. Financial Advisor & Sr. Accounts Officer, Indira Gandhi National Centre for the Arts

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the administrative control of Ministry of Culture, invites applications in the prescribed format for filling up the 2 position of Dy. Financial Advisor & Sr. Accounts Officer in Pay Matrix Level – 11 Rs.67700-208700/- on deputation basis initially for a period of 2 years

Eligibility Criteria:

Educational and Other qualifications/Experience:

- (i) Senior Accounts Officer in the Grade Pay of Rs.6600/-
OR
- (ii) Accounts Officer (a) having 4 (four) years' service the Grade Pay of Rs.5400/- or (b) having 7 (seven) years' service in the Grade Pay of Rs.4800/- in Government/ Public Sector Undertakings/ Universities/ Academic and Research Institutions/ Autonomous Organizations and having :
 - (i) C.A. or Graduate with S.O. Grade Examination (in Audit and Accounts) conducted by CAG/Central Govt./Junior Accounts Officer Exam. Conducted by Comptroller General of Civil Accounts/Railway Accounts/Postal Accounts.
 - (ii) Age not exceeding 55 years.

Closing Date:

Applications in the prescribed proforma alongwith prescribed Annexure-I should be sent to the **Director (Admn.), Indira Gandhi National Centre for the Arts, CV Mess Building, Janpath, New Delhi 110 001. Last date for submission of applications is 20 March 2019.** For Application form and other details, please refer to the vacancy circular published on the official website of IGNCA : www.ignca.giv.in. Only eligible candidates will be allowed to appear for the interview

Director (Admn)

IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

**Application form for the post of
Deputy Financial Advisor and Sr. Accounts Officer**

Please affix the
self attested
photo

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Age as on :
5. Nationality :
6. Address for correspondence with :
Ph Nos. Office/Res./Mobile/E mail

7. Address (Permanent) :

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

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

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	Experience			Basic pay and pay scale/pay band held	Nature of duties in detail (attach separate sheets, if required)	Familiarity with ICT applications
		From	To	Total			

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) Professional training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement

(Note: enclose a separate sheet, if space is insufficient)

12. Service to which you belong :

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

- (a) Government
- (b) Autonomous organization
- (c) Public Sector undertaking
- (d) Academic and Research Institutions
- (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:

Place:

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the Particulars furnished by Shri/Ms _____ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular. Also certified that there is no Vigilance case pending/contemplated against him/her.

ii) The attested copies of ACR/APAR Dossier of the applicant for the last 5 years are enclosed.

iii) The cadre controlling authority of the applicant has given its clearance for his/her applying for the above post.

Signature

Name & Designation

(Office Seal)