

(File No. 3/51/2017-SD/AM Advt. No.08/2017)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
Central Vista Mess, Janpath, New Delhi-110001.

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 **Consultant (Administration and Academic)** on contract basis in IGNCA's Regional Centre, Goa.

IGNCA has been organising various programmes/activities in the different fields of Art, Culture and Traditional heritage of the region like research, publication, public lectures, Exhibitions, Seminars, workshop, Conferences, Concept & Performances as part of regular activities. The eligibility requirements and other terms and conditions of engagement are as under:-

ELIGIBILITY:

Retired as Assistant Director/Deputy Secretary with more than 20 yrs of experience in Policy/Admn/Finance/Personnel/Vigilance/RR's Judicial/Grievance Redressal and Establishment matter out of which more than 10 yrs experience in a supervising post.

SCOPE OF WORK/JOB RESPONSIBILITY:

To undertake various activities in the different field of Art, Culture and traditional heritage of the Goa region & also conduct programmes like research, publication public lectures, exhibition, workshops, seminars, conference, concept and performances as part of regular activities.

EDUCATIONAL QUALIFICATION:

- (i) Master's Degree from a recognized university
- (ii) Knowledge of computer

AGE LIMIT:

- (i) Should not be more than 62 years of age on the last date for receipt of application.
- (ii) The upper age limit of engagement shall be 65 years.

REMUNERATION:

- (i) The monthly consolidated remuneration of Rs.40,000/- and TA & other allowances Rs.5,000/-. (Total Rs.45,000/- per month).

PERIOD

Initially for one year, extendable as per requirement/working performance.

LEAVE:

- (i) The Consultant (Admin and Academic) 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 Consultant (Admin & Academic) 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 Consultant (Admin and Academic) shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- (ii) The engagement as Consultant (Admin and Academic) 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 Consultant (Admin and Academic) is unable to attend 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 Consultant (Admin and Academic) 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 attend Walk-in-interview with duly filled prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 23.10.2017 at 11.00 am at Arts and Culture Department, Conference Hall, Sanskriti Bhawan (Patta), Panji, Goa. Candidates are requested to report at 10.00 a.m. 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 position of Consultant (Administration and Academic)

Recent Passport size Photograph

1. Name :
2. Father's Name :
3. Date of Birth (in Christian era) :
(Age as on 30.09.2017)
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile & e-mail ID.
5. Address (Correspondence) :

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

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

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

Contd.....

8. 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)

9. 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)

10. 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: