

(File No. 3/50/2017-SD/AM Advt. No. 05/2017)
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.

Indira Gandhi National Centre for the Arts, intends to engage one position of **Graphic Designer** on Contract basis for Kala Darashana Division.

- I. IGNCA, Kaladarshana division is looking for a Graphic designer with the following basic skill knowledge in designing :**
 - i. Excellent working knowledge of Adobe Photoshop , Adobe Illustrator and other Adobe In design software's [latest versions]
 - ii. Excellent working knowledge of Corel Draw [latest versions]
 - iii. Working and technical understanding of the printing process as most of the designs created will go to printing [requires coordination with the printer]
 - iv. Basic knowledge of English and Hindi typing towards using in designs
 - v. Working knowledge of internet usage towards design development and production.
 - vi. Each candidate will bring his/her own laptop and source of power. They will be required to design a page of IGNCA's specification on the spot.**
- II. Working Experience:** Minimum Two (2) years.
- III. Eligibility:**
 - i. Graduation in any discipline from a recognized university.
 - ii. Diploma / certificate course in designing.
- IV. Monthly Remuneration and Period of Engagement:**

Consolidated remuneration of Rs 30,000/- will be paid to the selected candidate and the initial engagement, on contract basis, will be for a period of one year.
- V. Age Limit:**

Should not be more than 35 years of age as on 05.10.2017.
- VI. Leave:**

He/She will be entitled for leave @ two and a half (2½) 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.
- VII. Working Hours:**
 - (i) The Graphic Designer 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.

VIII. Termination of Contract:

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

- (i) The Graphic Designer 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.
- (ii) The Graphic Designer is found lacking in honesty and integrity.
- (iii) 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 requested to attend Walk-in-interview with duly filled prescribed form given below, along with self attested copies of testimonials. Walk-in-interview will be held on 5th October, 2017 at 11.00 am in IGNCA's Conference Hall, Central Vista Mess, Janpath, New Delhi-110001. 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. Candidates are requested to bring own Laptop and source of power. They will be required to design a page of IGNCA's specification on the spot.

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 Graphic Designer

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 :

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: