

**File No: PRGM-III/768/2021-KD**  
**Indira Gandhi National Centre for the Arts, IGNC A. New Delhi**  
(An Autonomous Organisation under the Ministry of Culture)  
Hotel Janpath Building, Janpath Road, Delhi

Date: 16.06.2022

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualised as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNC A seeks to place the arts within the context of the natural and human environment. The fundamental approach of the Centre in all its work is multi-disciplinary and holistic.

These posts are being advertised by Kaladarsana Division of IGNC A. The objective of this Division is to disseminate art and culture to the public and facilitate a platform for engagement and dialogue. It manifests the academic outcome of IGNC A in multiple forms like exhibitions, musical programmes, workshops and seminars. It provides a window to the outside world through its outreach and publicity related programmes.

Requirements as listed below are to work under Aatmanirbhar Bharat Centre for Design at the Red Fort. Ministry of Culture, Government of India has proposed to set up this Design Centre with the mandate of 'Education, Experience & Economic Value Addition' at Red Fort Premises to highlight and celebrate the Geographically Identified (GI) Products from India as a success story of Aatmanirbhar Bharat. The proposed Centre will not only provide a platform for exposure to craftsmen, but will also come up as the only state-of-the-art space in India for design collaborations, product development and marketing.

**POSITION: PROJECT MANAGER**

**No. of Post:** 01 (one)

**Duration of work** – Initially for a period of six months, and may be extended based on performance of the candidate and requirement of the project.

**Age Limit:** Not less than 35 years and not more than 45 years as on 30.06.2022.

**Remuneration:** Rs.60,000/- per month consolidated ( depending upon experience and suitability for the job).

**Educational Qualification:**

- Master's Degree with 55% marks in Art History/Museology/History/Fine Arts/Conservation/Anthropology or Management related or allied field from any recognized University.

**Desirable Qualifications**

- Experience of at least five years in organizing major events /managing arts and culture space/curating significant exhibitions/managing cultural institutions/project designing/outreach/product and market development as part of Government or private art organization.
- Proficiency in MS Office, basic proposal writing and event management skills.
- Very good written and verbal communication skills in English and Hindi

- Ability to work efficiently on fast-paced projects with defined timelines
- Previous work experience with an organisation working in the arts and crafts sector

**POSITION: PROJECT ASSOCIATE, EXHIBITION & COORDINATION**

**No. of Post:** 01 (one)

**Duration of work** – Initially for a period of six months, and may be extended based on performance of the candidate and requirement of the project.

**Age Limit:** Not more than 35 years as on 30.06.2022.

**Remuneration:** Rs.40,000/- per month consolidated.

**Educational Qualifications:**

- Master's Degree in Art History/Museology/History/Fine Arts/Anthropology Management/Mass Communication from any recognized University. or allied field from any recognized University.

**Desirable Qualifications**

- Minimum two years' work experience in management of arts and culture space as part of a Government or private art organization.
- Proficiency in MS Office and event management skills.
- Good written and oral communication skills in English and Hindi
- Experience in organising exhibitions of art & culture

**POSITION: PROJECT ASSISTANT, MEDIA & OUTREACH**

**No. of Post:** 01 (one)

**Duration of work** – Initially for a period of six months, and may be extended based on performance of the candidate and requirement of the project.

**Age Limit:** Not more than 30 years as on 30.06.2022.

**Remuneration:** Rs.30,000/- per month.

**Educational Qualification:**

- Master's Degree in Fine Arts / Art History/ Media / Mass Communication/ Journalism /Art and Culture Management related or allied field from any recognized University.

**Desirable Qualifications**

- Minimum one year of relevant experience in PR/Communications, Marketing/related fields, working organisations in art and crafts sector
- Experience in Social Media, Content Writing, Editing, or development of media relationships.
- Solid grasp of all basic public relations tools and their usage
- Strong writing and editing skills and the ability to develop media
- Fundamental understanding of media outreach assignments and the ability to apply

experience and initiative in developing appropriate traditional and online media strategies

- Good written and oral communication skills in English and Hindi

**POSITION: PROJECT ASSISTANT – Finance & Office Management**

**No. of Post:** 02 (two)

**Duration of work** – Initially for a period of six months, and may be extended based on performance of the candidate and requirement of the project.

**Age Limit:** Not more than 30 years as on 30.06.2022.

**Remuneration:** Rs.30,000/- per month consolidated.

**Educational Qualifications:**

- Master's Degree in Commerce / Accounts / Humanities / MBA / Science from a recognised University

**Desirable Qualification**

- Work experience of at least 2 years in office management, data entry, record keeping of bills etc.
- Working knowledge of MS office
- Good written and oral communication skills in English and Hindi

**POSITION: STORE MANAGER**

**No. of Post:** 01 (one)

**Duration of work** – Initially for a period of six months, and may be extended based on performance of the candidate and requirement of the project.

**Age Limit:** Not more than 30 years as on 30.06.2022.

**Remuneration:** Rs.30,000/- per month consolidated.

**Educational Qualifications:**

- Master's Degree Library Science or Certificate in Inventory Control, Stock Management from a recognised University

**Desirable Qualification**

- Work experience of at least one year in office management, data entry, documentation, inventory making and stock taking
- Working knowledge of MS office
- Good written and oral communication skills in English and Hindi

**POSITION: GRAPHIC DESIGNER**

**No. of Post:** 01 (one)

**Duration of work** – Initially for a period of six months, and may be extended based on performance of the candidate and requirement of the project.

**Age Limit:** Not more than 30 years as on 30.06.2022.

**Remuneration:** Rs.30,000/- per month consolidated.

**Educational Qualifications:**

- Graduate or Post Graduate Diploma in Graphic Design / Product Design / Applied Arts / Multimedia Arts and other relevant subjects

**Desirable Qualifications**

- Minimum two years of experience in design related works. Preference will be given to candidates who have worked in the art and culture sector.
- Thorough knowledge of design software and digital media - Coral Draw, Photoshop, Illustrator, etc.
- Proficiency in languages and communication

**POSITION: PHOTOGRAPHER**

**No. of Post:** 01 (one)

**Duration of work** – Six months and extendable based on requirement and performance

**Age Limit:** Not more than 30 years as on 30.06.2022.

**Remuneration:** Rs.30,000/- per month consolidated.

**Educational Qualifications:**

- Diploma or Post Graduate Diploma in Photography / Videography / Applied Arts / Graphic Arts / Multimedia Arts and other relevant subjects

**Desirable Qualifications**

- Minimum two years of experience in indoor, studio and outdoor photography. Preference will be given to candidates who have worked in the art and culture sector.
- Basic working knowledge of videography
- Basic working knowledge of photo edit related software and digital media
- Proficiency in languages and communication

**Mode of Selection**

Walk in interviews will be held

**Basis of appointment**

Purely project based, till completion of Project.

The IGNC A reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNC A regarding selection of application for interview and shall be final.

**Date of Interview: 27June 2022 at 10:00 AM.**

Candidates should come to the venue along with duly completed application form and originals of the testimonials for verification at the time of Interview.

Only eligible candidates will be allowed to appear in the interview.

Originals of the testimonials and proof of address should be produced for verification at the time of Interview.

---

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 applicant)

Date: \_\_\_\_\_ Place: \_\_\_\_\_

# INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

11, Mansingh Road New Delhi

## APPLICATION FORM

Place for  
affixing  
Passport  
size Photo

**Application for the position:** \_\_\_\_\_

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University / Board	% of Marks	Class / Division

**Note:** Originals of the testimonials should be produced at the time of verification / interview.

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 you signature, if the space below is insufficient.

<b>Office / Institution</b>	<b>Post held</b>	<b>Experience (From / To / Total)</b>	<b>Pay / Emoluments drawn</b>	<b>Nature of duties in detail (attach sheets if required)</b>

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) Candidates should enclose a detailed CV.
  - (ii) Additional academic qualification.
  - (iii) Professional training.
  - (iv) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient).
12. Additional details about the present employment. Please state whether working under : (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.

-----