

F. No. 12/157/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS,
REGIONAL CENTRE, PUDUCHERY 605004
(Art & Craft Village, Murungapakkam)

Date: 01.09.2026

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust under the Ministry of Culture, Government of India (GOI) is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual independence. The IGNCA 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 multidisciplinary and holistic.

The Indira Gandhi National Centre for the Arts (IGNCA), Regional Centre, Puducherry, intends to engage positions for Private Secretary (P.S.) to the Regional Director (01 position) and Accounts Officer / Project Assistant (Accounts) (01 position) for its ongoing projects, purely on a contractual basis under the specified eligibility criteria, terms, and conditions.

1. NAME OF POST: PRIVATE SECRETARY TO REGIONAL DIRECTOR

- **Number of position** : 01 (One)
- **Duration** : Initially for a period of One (01) Year, extendable based on the performance and requirement.
- **Age** : Not more than 45 years as on date of interview.
- **Remuneration** : Rs. 20,000/- per month (fixed).

A. Essential Qualifications

- Bachelor's degree from any recognized university.
- Proficiency in MS Office.
- Good communication skills in English & Tamil.

B. Desirable Qualifications:

- Have worked in any projects on Arts or have knowledge of equivalent subjects
- Prepared to handle multi-tasks and extend efforts beyond regular working hours.

C. Job Specifications:

- Maintain the office of the Regional director, arrange meetings in the office of RD, liaison with Head office, other offices, visitors to RD's office and any other work assigned by the Regional Director from time to time. She/he should be ready to handle multi-tasking and extend efforts beyond regular working hours as may be required.

D. Other Details

- **Place of Interview** : Indira Gandhi National Centre for the Arts, Regional Centre, Puducherry (Arts & Craft Village, Murungapakkam, Puducherry 605004).
- **Mode of Selection** : Through Walk-in-Interview
- **Date of Interview** : 15.09.2026
- **Reporting Time** : 9.30 A.M.
- **Place of Posting** : He / She will be posted at Puducherry.

2. NAME OF THE POST: ACCOUNTS OFFICER/PROJECT ASSISTANT (ACCOUNTS)

- **Total Number of Position** : One (01)
- **Duration of Work** : Initially for a period of one year and extendable based on the performance and requirement.
- **Age Limit** : Not exceeding 62 years.
- **Remuneration** : Rs. 30,000/- per month.

A. Essential Qualifications:

- Graduation in any stream from any recognized college/institution.
- Minimum 5 years of experience in the relevant field preferably in the Government Sector.
- Strong communication skills with good command over Tamil & English and knowledge Accounting and GFR Norms.

B. Desirable Qualifications :

- Experience in maintaining Ledger Book, audit and budgeting.
- Basic knowledge of computers (MS-Word / Excel).
- Retired Government Officials will be considered.

C. Job Specification: Handling all accounts related matters of IGNCA, Regional Centre, Puducherry.

D. Other Details:

- **Mode of Selection** : Through Walk-in-Interview
- **Date of Interview** : 16.09.2026
- **Reporting Time** : 9.30 A.M.
- **Place of Interview** : IGNCA, Regional Centre, Puducherry, (Arts and Craft Village, Murungapakkam, Puducherry 605004).
- **Place of Posting** : He / She will be posted at Puducherry.

Candidates are required to fill in the prescribed form given below supported by updated CV and self – attested copies of testimonials (Academic Mark sheet/Experience Certificate) and submit them to the IGNCA during the interview. Original and copy of identity proof (Aadhar card / Pan Card / Driving license / Voter-Id) is mandatory to bring. Candidates are requested to report on time for verification of original certificates letters and only eligible candidates will be allowed to appear for the interview.

A candidate if selected will have to submit, at the time of joining, two reference letters/testimonials obtained from previous employer/organization/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

The IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applicants for the interview and / or engagement shall be final and binding.

Deputy Secretary (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Near Western Court, New Delhi-110001

APPLICATION FORM

Recent Passport
size Photograph

Application for the position:

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Permanent Address :
6. Telephone No. /Mobile No. :
7. E-mail ID :
8. Aadhaar No. :
9. PAN Card No. :

10. Educational Qualification (in ascending order) :

S.No.	Qualification	Year of passing	University/ Institution	% of marks	Class/Division

11. 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):
12. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
13. Details of Employment, in ascending order(**enclose a separate sheet duly authenticated by your signature, if the space below is insufficient**):

S. No.	Organisation/ Institution/ Office	Post held	From & To	Please indicate: i)Scale of pay ii)Basic Pay iii)Grade pay iv)Consolidated Pay v)Regular/ Contractual	Employer's full Name, Address and Contact No. of the Concerned Officer

14. 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)

15. 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)

I undertake to submit that I have gone through all details of the vacancy circular/advertisement and accordingly I have submitted by Curriculum Vitae for the selection to the said post. In case of any discrepancy, I will be held solely responsible.

(Signature of the Candidate)