

F. No. 12/79/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS,
REGIONAL CENTRE, THRISSUR

Date: 01.09.2026

The Indira Gandhi National Centre for the Arts (IGNCA) an autonomous institution 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 interdependence. 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 multi-disciplinary and holistic.

The Indira Gandhi National Centre for the Arts (IGNCA), Regional Centre, Thrissur invites applications for the contractual engagement of one (01) Project Associate and one (01) Accounts Officer/Project Assistant (Accounts) to support its ongoing projects, subject to the prescribed eligibility criteria and terms and conditions.

The eligibility criteria and other terms & conditions of engagement are as under:

1. NAME OF POST: PROJECT ASSOCIATE

- **Total Number of positions** : 01 (One)
- **Duration** : Initially for a period of One (01) Year, extendable based on the performance and requirement.
- **Age** : Not more than 40 years as on date of interview.
- **Remuneration** : Rs. 40,000/- per month (fixed).

A. Essential Qualifications

- Masters in Performing Arts/Journalism & Mass Communication from any recognized University.
- At least 2 years of professional work experience in the relevant field.
- Proficiency in MS Office.
- Good communication skills in English, Malayalam.

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:

- planning, coordination, implementation, and documentation of academic, cultural, research, and outreach programmes.
- The role includes preparing official reports and
- Correspondence, coordinating with stakeholders, maintaining project records,
- Supporting event management, assisting with administrative and financial processes,
- Ensuring the timely execution of project activities.

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D. Other Details

- **Place of Interview** : Indira Gandhi National Centre for the Arts, Regional Centre, Naduvil Madhom, Building, Thekke Madhom Road, Thrissur, Kerala - 680001
- **Mode of Selection** : Through Walk-in-Interview
- **Date of Interview** : 07.09.2026
- **Reporting Time** : 9.30 A.M.
- **Place of Posting** : He / She will be posted at Thrissur

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

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

A. Essential Qualifications:

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

B. Desirable Qualifications:

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

C. Job Specifications: Handling all accounts related matters of IGNC, Regional, Thrissur.

D. Other Details:

- **Place of Interview** : IGNC, Regional Centre, Thrissur, (Naduvil Madhom, Building, Thekke Madhom Road, Thrissur, Kerala 680001)
- **Mode of Selection** : Walk-in-Interview
- **Date of Interview** : 08.09.2026
- **Reporting Time** : 9.30 A.M.
- **Place of Posting** : He / She will be posted at Thrissur.

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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)