

**Indira Gandhi National Centre for the Arts, IGNC**

(An Autonomous Organization under the Ministry of Culture, Govt. of India)

Central Vista Mess, Janpath, New Delhi-110 001

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position of each Project Associate for Integrated Library Management System i.e. KOHA at IGNC and Project Assistant for maintenance of digital repository and other IT/ICT related activities. The appointment will be on contract basis for one year, which may be extended as per requirement and satisfactory performance.

**Project Associate:**

Name of Position	:	Project Associate
Number of Position	:	One
Duration	:	One Year
Remuneration	:	Rs. 40,000/- per month (Consolidated)
Age limit	:	Not more than 35 years as on 07.05.2018.

**Educational Qualifications:**

- B.Lib or equivalent from any recognized University.
- One year Diploma in Computer application or equivalent from a reputed Institute.
- At least 2 year experience of working with KOHA (ILMS) administration and implementation in a reputed Institute/organization like IGNC.
- Adequate practical experience of working with Linux Administration and Digital storage (SAN/NAS), its administration and management.

**Desirable Qualification:**

- Knowledge of IT/ICT Tools & applications and H/W, S/W and Networking Administration and Management.
- Experience in Dspace Installation/Maintenance.

**Project Assistant:**

Name of Position	:	Project Assistant
Number of Position	:	One
Duration	:	One Year
Remuneration	:	Rs. 30,000/- per month (Consolidated)
Age limit	:	Not more than 30 years as on 24.4.2018.

**Educational Qualifications:**

- B. Tech OR BCA with 2 years experience in a reputed institute in handling ICT Tools and Technologies.
- Knowledge of H/W, S/W and Networking Administration and Management.

**Desirable Qualification:**

- Knowledge of IT/ICT Tools applications related Library Management
- Knowledge of Linux Administration with Cisco Certified CCNA

- Knowledge of database management and Web Technologies
- Experience in Drupal/Dspace/Koha Administration.

**Note:**

1. The eligibility criteria may be relaxed in case of deserving candidates.
2. Skill tests (written & Practical) may also be conducted on the same day before the Interview.

**Mode of Selection:**

Written and Practical tests followed by Interview.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 07.05.2018 in the Kalanidhi Division, IGNC A, 2<sup>nd</sup> Floor, 11 Mansingh Road, New Delhi – 110 001. Nearest Metro Station, Central Secretariat (Gate No.2). Candidates are requested to report at 10.00 am for written and practical tests and only eligible candidates will be allowed to appear for interview. Candidates are requested to bring original certificates for verification.

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/or engagement shall be final.

Director (A)  
IGNC A

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**C.V. Mess, Janpath, New Delhi-110001**

**Application form for the Position of**

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Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (Age as on 07/05/18) :
4. Address for correspondence with :  
Ph Nos. Office/Res./Mobile/email ID
  
5. Address (Permanent) :

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/Organization	Post held	From & To	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: