

Dated: 02.12.2025

Advertisement for Course Coordinator in Cultural Informatics

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Govt. of India, is visualised 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 multi-disciplinary and holistic. Cultural Informatics is looking for a Course Coordinator who can coordinate with the students of PGDCI, faculty members (internal & external) and the Academic Unit for the smooth functioning of the PG Diploma in Cultural Informatics course. She/He must have a basic understanding of multimedia projects, documentation and digitisation of artefacts, Digital Preservation, etc. and can teach relevant subjects to students of PGDCI.

POST– COURSE COORDINATOR (CULTURAL INFORMATICS)

- **NUMBER OF POST** - 01 (one)
- **DURATION** – Initially for one year, and extendable based on performance.
- **AGE** – Not more than 40 years as on 31.12.2025.
- **REMUNERATION** – Rs. 60,000/- per month.
- **ESSENTIAL QUALIFICATIONS:**
 - ✓ **EDUCATIONAL QUALIFICATION:** Master's degree in Computer Sc. / Information Technology/ Electronics, MCA or equivalent degree for from any recognised University.
 - ✓ **NET and/or Ph.D** in a relevant subject.
- **EXPERIENCE:** Minimum Five years of experience in teaching/research/IT project implementation
- **DESIRABLE QUALIFICATIONS:**
 - ✓ Good knowledge of Indian Art and Culture.
 - ✓ Knowledge of technical projects related to IT integration, multimedia etc.
 - ✓ Preference would be given to candidates with good communication skills.
 - ✓ Experience of working in a Govt./PSU/Autonomous Institution.

Other Details:

- **Mode of Selection:** Walk in Interview
- **Date of Interview:** 10.12.2025
- **Reporting Time:** 10:00 A.M
- **Place of Interview:** 3rd Floor, B1-Wing, Cultural Informatics Division, IGNCA, Janpath, New Delhi 110001.

Submission of Applications: Applications in the prescribed Proforma as placed below, should be submitted on the day of walk-in-interview along with updated resume and self attested copies of all testimonials (Academic Marksheet (10th onwards) /Experience Certificates). Original and Copy of Identity Proof (Aadhar Card/ PAN Card/ Voter-ID/ Driving Licence) is mandatory to bring. Candidates are requested to report on time for verification of original certificates 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/organisation/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 the selection of applicants for the interview and/or engagement shall be final.

Director (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)