

**File No.3//27/2022/SD/AM**  
**Advertisement for engagement of**  
**Project Assistant for the**  
**Indira Gandhi National Centre for the Arts**  
**Brihattar Bharat & Area Studies**

**3<sup>rd</sup> September 2024**

The Indira Gandhi National Centre for the arts (IGNCA) an autonomous institution under the Ministry of Culture, Govt. of India 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 multi-disciplinary and holistic.

IGNCA is looking for Project Assistant to work in the Brihattar Bharat & Area Studies Division. The Division has been collaborating between India and the world with a view to commemorate our close historical and cultural relation since 1989. It has been successfully implementing cultural and historical exchanges in the sphere of research with many academic institutions. The Brihattar Bharat and Area studies programme of IGNCA is being carried out with three regions of Asia. East Asian studies focuses on interdisciplinary/multidisciplinary studies with special reference to China, Japan and Korea.

Brihattar Bharat proposal requires to prepare a bibliography of primary and secondary sources, including journals, published documents, and various academic work/records published on the Brihattar Bharat subject and specific regions with the sphere of Brihattar Bharat/Indosphere.

- a) Project Area :** **Brihattar Bharat & Area Studies**
- b) Project Assistant :** **(01) position**
- c) Duration :** **For a period of one year**
- d) Age :** **Not more than 35 years**
- e) Remuneration :** **Rs. 30,000/-**
- f) Mode of Selection :** **Walk-in-interview**
- g) Date & time of interview** **11<sup>th</sup> September 2024 at 10.00 am**
- h) Venue** **Room No. 409,4<sup>th</sup> floor A Wing**
- i) Educational Qualifications**

1. The Project Assistant must have completed Master of Arts/M. Phil. in Indian History/Art/Culture/Archaeology and Heritage Management from a University/Institution recognized by the UGC
2. Knowledge of documentation, editing, exhibition and outreach programme will be preferable.
3. The candidate should have an excellent academic background and familiarity with the Indian Art , Culture and Society.

4. Skilled at working on Computers, typing, Microsoft tools, and basic knowledge of Photoshop and designing.
5. **Essential Experience: One year's experience in Research work , Editing, Proof reading**

**Desirable Qualifications:**

- a) The Candidate must be fluent in Hindi and English language; Knowledge of Brahmi and any other Indian scripts is desirable.
- b) The candidate knowing (reading, writing, and speech) Mandarin, Korean, Indonesian, Thai, .Cambodian languages is preferable.
- c) The candidate should be expert in Area Studies **Or** in India's Historical and Cultural linkages with the Asian Countries.

Candidates are requested to bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Mark sheet/ Experience Certificates).Original and copy of Identity Proof (Aadhaar Card/ Pan Card/ Voter-ID/ Driving License) 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/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 interview and / or engagement shall be final and binding

Director (Admn.)

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

**APPLICATION FORM**

Application for the position:

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Recent  
Passport size  
Photograph

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)**