

File No: 3/30/2018-SD/AM Adv. No. 21/2018

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

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

Central Vista Mess, Janpath, New Delhi-110 001

Indira Gandhi National Centre for the Arts, an Autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position of **Project Assistant** on Contract basis in Publication Unit of IGNCA.

**Brief Description:**

Publication Unit is functioning to cater the needs of IGNCA in respect of printing of publications translation of existing books, distribution of publications to the institution to extend outreach and also to meet out the requirement of Events and participating in Exhibitions.

Work Profile:

- Taking dictations, typing letters and to attend daily correspondence.
- Preparation of reports, statements, attending calls, filing of papers, management of visitors etc.

Educational Qualifications:

- BA

Skills:

- Minimum speed in stenography of 75/80 words per minute in English.
- Good typing speed of minimum 30/35 words per minute in English.
- Good command in operation of the computer and all related software.

Experience:

- One year in relevant field.

Age Limit:

- Upto 30 yrs.

Time Period-

- 12 months initially.

Monthly Emoluments- Rs. 25,000/- per month.

Leave:

- He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection:

- Screening of eligibility followed by Walk-in Interview.

Place of Posting: New Delhi

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 15.6.2018 at 11:00 am in the IGNCA's Conference Hall, C.V. Mess, Janpath, New Delhi 110 001. Nearest metro station, Central Secretariat (Gate No.2). Candidates are requested to report at 10:00 am with original certificates for verification and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGNCA reserves the right to 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.

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Director (Admn)  
IGNCA

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

**Application form for the Position of Project Assistant**

Recent  
Passport size  
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
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: