

F. No. 12/79/2023-SD/AM
Indira Gandhi National Centre for the Arts
Regional Centre, Thrissur

04.09.2025

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 and experience of all arts, each form with its own integrity, yet within a dimension of mutual interdependence, interrelated with nature, social structure and cosmology. The fundamental approach of the Centre in all its work is multidisciplinary and holistic.

The Regional Centre, Thrissur intends to engage eligible candidates for the post of Project Associate (01) and Programme Assistant (01) on contract basis for a period of one year. The job specifications, eligibility and other terms & conditions are given as under:-

1. Name of the Position : Project Associate

Job profile: Video and photo Editing, Preparation of Synopsis, Questionnaire and Academic materials related to activities, Events, Conferences, Seminars and Projects related to performance studies, Vedic studies and related Content Mapping ,Content Creation supporting projects related to Conservation, Preservation, literature Seminars, Data collection and Documentation.

No. of Post: - 1 (one)

Duration of work: Initially for a period of one year and extendable based on performance and requirement.

Age Limit: Not more than 35 years as on 11th September 2025.

Remuneration:Rs. 40,000/-per month (Fixed).

Essential Qualification & Experience:-

- Master's Degree in a Cultural studies/ History/ Political Science/ Arts & Humanities/ Languages/Mass Communication & Journalism from a recognized University.
- He/ She should be very well versed with MS Word, MS Excel and MS Power Point etc. Candidates with good research background will be given preference.

Or

- Minimum (02) years of working & research experience in related domain with proficiency in English from any reputed Institution/Organization.

Desirable Qualifications:

- Post Graduate in any stream.
- Good written and oral communication skills in English, Hindi ,Malayalam.
- Knowledge of proposal and report writing.
- Willingness to travel widely in order to conduct programmes.

Soft Skills:

- Should be well versed with MS Office, Google Docs and online medium of editing.
- The ability to work in a fast-paced environment.

2. Name of the Position: Programme Assistant

Job profile : Assistance in Literature review, project research review, content management, data management related to brochures, flyers, reports, Assistance in primary data collection, assistance in field work related to performance studies, Vedic studies and studies related to culture and arts, assistance in academic writing.

No. of Posts: - 01(one)

Duration of work: Initially for a period of one year and extendable based on performance and requirement.

Age Limit: Not more than 35 years as on 11th September 2025.

Remuneration: Rs. 30,000/-per month (fixed).

Essential Educational Qualifications & Experience:

- Master's degree in Arts/Humanities/Mass Communication/ Cultural Studies/related or allied field from a recognized University.
- Knowledge of computer applications and well-versed in MS Office.
- Minimum (02) years of relevant working experience in organizing/ managing programmes/ events in the Arts and Culture space either in an individual capacity or as part of a government or non-government organization and/ or interacting/ working in a mass media environment.

Desirable:

- Awareness and/or knowledge of the local art forms.
- Good written and oral communication skills in English, Hindi ,Malayalam.
- Knowledge of proposal and report writing.
- Willingness to travel widely in order to conduct programmes. He/she will be eligible for TA/DA as per the IGNCARules.

3. OTHER DETAILS

Place of Posting: IGNCA, Regional Centre, Thrissur

Reporting time: 09.00 a.m. on 11.09.2025

Time & Date of Interview: 11.00 a.m on 11.09.2025

Place of Interview: IGNCA, Regional Centre, Naduvil Madham building, Thekkemadham road, Pazhayanaadakkavu, Thrissur-680001.

Mode of selection: Walk-in Interview followed by personal interview by the selected Committee Members, IGNCA, RCTCR & HQ.

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 (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/organization/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

4. Selected candidates will be required to join immediately.

Note: 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 (Admin)
IGNCA**

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

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) :

[illegible]

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, Email Id and Contact No. of the Concerned Officer |
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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)

