

File No: 3/65/2017-SD/AM (Adv. No.09/2019)

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
(An autonomous Trust under Ministry of Culture,  
Government of India, C.V. Mess, Janpath, New Delhi-110001)

The IGNCA intends to engage one position of System Administrator and one position of Hardware & Network Assistant purely on contract basis for Computer Technical Cell of IGNCA. The job responsibility and eligibility requirements are as under:-

**I. System Administrator (01 position):**

**Job Responsibilities :**

1. Maintenance of hardware and software of IGNCA.
2. Maintenance of Leased lines, Local Network.
3. Support in purchase of Hardware and Software.
4. Support in webcasting.
5. Backup of storage servers on LTO tape library on regular basis.
6. IT training to IGNCA users.
7. Implementation of IPv6.

**Essential Qualifications:**

1. MCA/B. Tech (Computer Science, Electronics, IT) or equivalent degree from a recognized university.

**Desirable Qualifications:**

1. Knowledge of Operating System like Windows and Linux etc.
2. Certification courses i.e. CISCO, Red Hat, Microsoft etc.
3. Knowledge of Hardware, Software, Network maintenance and other allied services.
4. Knowledge of Active Directory, firewall (UTM) Group Policies, Clustering and Network security etc.

**Job Experience:**

Four years in the relevant field.

- Period of Engagement - One Year
- Remuneration - Rs. 40,000/- per month
- Place of posting - He/She will be posted in New Delhi
- Mode of Selection - Through Walk-in-Interview.
- Age - Below 35 years

## II. **Hardware & Network Assistant (01 position)**

### **Job Responsibilities :**

1. Support in Hardware and Software maintenance.
2. Maintenance of Leased Lines, Local network etc.
3. Support in webcasting

### **Essential Qualifications:**

B.C.A or B.Sc. (Computer Science, Electronic, IT) or equivalent degree from a recognized University.

### **Desirable Qualifications:**

1. Knowledge of Operating System like Windows and Linux etc.
2. Knowledge of Hardware, Software, Network maintenance and other allied services.

### **Job Experience:**

Two years in the relevant field.

- Period of Engagement - One Year
- Remuneration - Rs. 20,000/- per month
- Place of posting - He/She will be posted in New Delhi
- Mode of Selection - Through Walk-in-Interview.
- Age - Below 35 years

Candidates are requested to submit prescribed application form supported by self attested copies of testimonials to Director (Admin), C.V. Mess, Janpath, New Delhi – 110001 latest by 25<sup>th</sup> March, 2019.

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.

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

**Application form for the Position of**

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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: