

F.No.3/6/2019-SD/AM (Advt.No. 13/2019)  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
(An Autonomous Trust under the Ministry of Culture, Govt. of India)  
No.11 Man Singh Road, New Delhi-110001.

Dated: 29<sup>th</sup> May,2019

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage following staff on contract basis in Kala Nidhi division of IGNCA for carrying out the activity for Kala Nidhi Reference Library to process about 50,000 books from the personal collections, received from eminent scholars like Keshav Mallick, Devendra Swarup, L.M. Singhvi, Shyam Benegal, Mangal Suman, I.N. Choudhury and others. The eligibility criteria for the positions are given below:-

1. Name of Position - Subject Indexer  
Number of position - 04 (Four)  
Period - Six months.  
Educational Qualifications - M.Lib & Information Science or equivalent.  
Experience - Minimum one year experience in classification and Subject heading.  
Age - Not more than 35 years on 13.06.2019.  
Remuneration - Rs.25/- per book (Target 50 books per day.)  
Mode of selection - Written test and/or skill test followed by interview.
2. Name of position - Cataloguer/Data Entry Operator  
Number of position - 04(Four)  
Period - Six months.  
Educational Qualification - B.Lib & Information Science and also minimum six month Certificate course in Computer Science.  
Experience - Minimum one year working experience in KOHA and/or Any other Library Automated Software.  
Age - Not more than 35 years as on 13.06.2019..  
Remuneration - Rs.15/- per data entry including accessioning. (Target 80 books per day.)  
Mode of selection - Written test and/or skill test followed by interview.
3. Name of position - Library Trainee  
Number of position - 03(Three)  
Period - Six months.  
Educational qualifications - B.Lib & Information Science OR diploma in Library Information Science.  
Age - Not more than 35 years as on 14.06.2019.  
Remuneration - Rs.10/- per data entry. (Target 100 entries per day.)  
Mode of selection - Written test and/or skill test followed by interview.
4. Name of position - Book Lifter  
Number of position - 03 (Three)  
Period - Six months.  
Educational qualifications - Certificate course in Library Information Science.  
Age - Not more than 35 years as on 14.06.2019.  
Remuneration - Rs.13,896/- as per minimum wages.  
Mode of selection - Written test and/or skill test followed by interview.

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials. Candidates are requested to bring original certificates for verification and report latest by 10.00 a.m. Only eligible candidates will be allowed to appear in written test and after that only eligible candidates will appeared for the interview. Written test and/or skill test and walk in-interview will be held in the Kala Nidhi division 2<sup>nd</sup> Floor, No.11 Man Singh Road, New Delhi on following schedule:-

Sl.No.	Name of position	Date of Walk-in-interview/Test
1.	Subject Indexer	13.06.2019 at 11.00 a.m.
2.	Cataloguer/Data Entry Operator	13.06.2019 at 11.00 a.m.
3.	Library Trainee	14.06.2019 at 11.00 a.m.
4.	Book Lifter	14.06.2019 at 11.00 a.m.

The IGNC A reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNC A regarding selection of application for interview and or engagement shall be final and binding.

Director(Admn)  
IGNCA.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**No.11 Man Singh Road, New Delhi- 110001**

**Application form for the Position of**

Recent  
Passport size  
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (Age as on 07.05.19) :
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: