

**File No. 04/11/2019-SD/AM**  
**Indira Gandhi National Centre for the Arts.**  
**(An Autonomous Trust under Ministry of Culture, Govt of India)**  
**Jan path Building, Jan path,**  
**New Delhi 110001.**

Date : 07.05.2026

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the centre in all of its work is multi-disciplinary and holistic.

Applications are invited for following positions on Deputation/ Short Term Contract basis in IGNCA as per Govt norms. Application as per annexure I may be forwarded to Deputy Secretary (Administration), Indira Gandhi National Centre for the Arts, Room No. 314, A-I Wing, IIIrd Floor, Janpath Building, Janpath, New Delhi-110001, with vigilance clearance and No Objection Certificate from cadre controlling authority.

**Last Date for Receipt of Applications : Within 30 days from Date of Publication In News- Paper**

<b>Post</b>	<b>Director ( Administration),</b>
No. Of Posts	01(ONE)
Period Of Deputation	03 Years
Pay	Level -13 (Rs.1,23,100-2,15,900)(PB 04, Rs.37,400-67,000+Grade Pay Rs.8700 as per 6 <sup>th</sup> CPC)
Age	Age not exceeding 56 years as on 01-04-2026. ( Age relaxation for short term contract may be considered by the Comptent Authority.)
Eligibility	Officers of Academic /Research Institute of Central/State Government / Autonomous Bodies and Universities having Qualification and experience as given below :- <b>Essential:-</b> (i) Holding analogous posts. (ii) Degree from recognized University. (iii) Must have not less than 15 Years experience in Office Management/Financial Management in a supervisory capacity in the Central/State Government / Autonomous Bodies and Universities including :  (iv) 05 years experience in a post in Pay Level 12 ( PB-3 with Grade Pay Rs.7600/-)  <b>OR</b>  (v) 10 years combined experience in posts in Pay Level 12 ( PB-3 with Grade Pay Rs.7600/-) & Pay Level 11 ( PB-3 with Grade Pay Rs.6600/-)  <b>OR</b>  (vi) 10 years experience in Pay Level 11 ( PB-3 with Grade Pay Rs.6600/-)

**Desirable :-**

- (i) Experience in handling legal cases.
- (ii) Knowledge of Indian Art & Culture.
- (iii) Experience of Managing Projects/ Holding of Exhibitions/ Seminars/ Conferences.

Candidates are to fill up the form attached as Annexure 'A' carefully. Attach self attested photo copy of all documents mentioned in form. All original documents are to be produced at the time of interview.

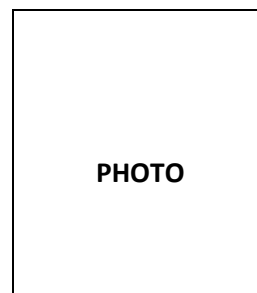
All applications received within 30 days from date of publication of this advertisement in Employment News will be scrutinized and only shortlisted candidates will be called for interview. Date, place and time of the interview will be notified to shortlisted candidates via email.

The IGNC A reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNC A regarding selection/interview/engagement of applicant shall be final and binding.

Deputy Secretary(A)  
IGNCA

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**APPLICATION FOR THE POST OF DIRECTOR (Admin) ON DEPUTATION/SHORT TERM CONTRACT\***

(\* Delete whichever is not applicable)



1.	Name& Address (in Block Letters)	:	
2.	Father's Name	:	
3.	Date of Birth (in Christian Era)	:	
4.	Correspondence Address	:	
5.	Permanent Address	:	
6.	E-mail ID	:	
7.	Service to which you belong	:	
8.	i). Date of Entry into service ii). Date of Retirement under Central/State Government Rules	:	

9.	Educational Qualifications			
<b>Exam Passed</b>	<b>University/ Institute/Board</b>	<b>Year of Passing</b>	<b>Duration of Course</b>	<b>Subjects</b>

10.	Whether Educational and other 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)		:	
11.	Note : Borrowing Department are to provide their specific comments/views confirming the relevant Essential Qualification/work experience possessed by the candidate (as indicated in the Bio-Data) with reference to the post applied		:	
12.	Details of Employment in chronological order. <i>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient</i>		:	
13.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi Permanent or Permanent		:	
14.	In case the present employment is held on deputation/contract basis, please state :-		:	
	a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organization
	Note : In case of Officer already on deputation, the application of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.			

	Note : Information under Column 14(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.		
15.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details		
16.	Additional details about present employment		
	Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organisation d) Government undertaking e) Universities f) Others		
17.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		:
18.	Total emoluments per month now drawn		:
	Basic pay in the PB	Grade Pay	Total Emoluments
19.	In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed		
	Basic Pay with scale of Pay and rate of increment	Dearness pay/Interim Relief/other Allowances etc. (with break up details)	Total emoluments

20.	<p>Additional Information, if any relevant to the post you applied for in support of your suitability for the post (This among others things may provide academic qualification (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p><b>(Note : Enclose a separate sheet, if the space is insufficient)</b></p>	
21.	<p>Achievements</p> <p>The candidate are requested to indicate information with regard to :</p> <p>(i) Research Publications and reports and special projects  (ii) Awards/Scholarships/Official Appreciation  (iii) Affiliation with the professional bodies/institutions/societies and,  (iv) Patents registered in own name or achieved for the organization  (v) Any research/innovative measure involving official recognition  (vi) Any other information</p> <p><b>(Note : Enclose a separate sheet, if the space is insufficient)</b></p>	
22.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the *Curriculum Vitae* duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Place :

Date :

( Signature of the candidate )

**Certificate to be furnished by Employer/Cadre Controlling Authority/Forwarding Officer/Head of the Department**

The information/details provided in the above application by the applicant are true and correct as per the service-records of the officer. He/She possess educational qualification and experience mentioned in the Vacancy Circular. If selected, he will be relieved immediately.

2. Also certified that

- i) There is no vigilance case pending/contemplated against \_\_\_\_\_
- ii) His Integrity is certified.
- iii) His CR dossier in original is enclosed/ photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years  
**OR** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).
- v). Cadre Controlling Authority of the applicant has permitted to apply for above post.

Countersigned \_\_\_\_\_

Dated:

Place:

Name & Designation \_\_\_\_\_

(Employer/ Cadre Controlling Authority with Seal)