

File No.12/259/2024-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Janpath, Road, New Delhi - 110001
(An Autonomous Trust under the Ministry of Culture, Government of India)

Dated:7th June, 2024

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 of all arts, especially in their dimension of interrelationship and mutual independence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the Centre in all its work is multi disciplinary and holistic. **The following position is being advertised for Project Assistant in IGNCA on contract basis.**

Number of position: 02

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

Age: Not more than 30 years as on date of receipt of the application

Remuneration: Rs.30,000/-

Qualifications:

Master's Degree in History of Art/Folklore/ Cultural Geography/ Performing Arts/ Humanities/ Museology/ History/ Fine Arts/ English/ Hindi/ Anthropology/ Art & Culture Management and related or allied field from any recognized university.

Desirable Qualifications:

- Minimum one year of experience in research projects, programme coordination and project implementation. Preference will be given to candidates who have worked in the art, culture and media sector.
- Proficiency in MS Office, basic proposal writing and event management skills.
- Strong research and writing skills
- Very good written and oral communication skills in English and Hindi.

Other Details: NIL

Date of Walk-in-Interview: 19th June 2024, at 10.00 A.M.(Reporting Time)

Place of Interview: IGNCA, KalaDarsana Division, Room No.106, 1st Floor, A wing,
Janpath Building, Janpath, New Delhi.

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Candidates are requested to report at 10:00 am for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

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 (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

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) :
(present age as on 30.11.2023) :
4. Address for correspondence with :
Ph Nos.
Office/Res./Mobile
e-mail ID
5. Address (Permanent) :
6. Aadhar No. :
7. PAN Card No. :
8. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

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9. 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):

10. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

11. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From & To	i)Scale of pay ii)Basic Pay iii) Grade pay iv) Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

12. 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)

13. 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)

14. Service to which belongs :

15. 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)