

File No: 1/37/2017-SD/AM (Adv. 25/2019)

Indira Gandhi National Centre for the Arts, IGNC

(An Autonomous Trust under the Ministry of Culture, Govt. of India)

11, Mansingh Road, New Delhi-110 001

Dated: 07.11.2019

Indira Gandhi National Centre for the Arts, an Autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position of **Academic Assistant** on Contract basis in Media Centre of IGNC for smooth functioning of two Short Term Certificate Courses in “Documentary and Ethnographic Film making” and “Screen Writing” which are going to start in October, 2019.

Work Profile:

- Assist in the overall co-ordination and conduct of courses run by Media Centre, IGNC from time to time.
- Coordinate production and circulation of study material.
- Assist the internal and external faculty as per the directives of Controller, Media Centre and Course Co-ordinator.

Essential Qualifications:

- PG Diploma/ MA in Mass Communication/Journalism or allied subjects.

Experience:

- At least one year of Internship/work experience with Media House.
- Prior experience in Research/Teaching Assistance would be preferred

Age Limit:

Not more than 30 years as on 21.11.2019.

Time Period-

- Initially for a period of six months.

Monthly Emoluments- Rs. 30,000/- per month.

Leave:

- He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection:

- Screening of eligibility followed by Walk-in Interview.

Cont...2

Place of Posting: New Delhi.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 21/11/2019 at 11:00 am in the Office of the Controller (Media Centre), IGNCA, No. 3, Dr. Rajendra Prasad Road, New Delhi. Nearest Metro station is Central Secretariat (Gate No.2). Candidates are requested to report at 10:00 am with original certificates for verification and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGNCA reserves the right to 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.

Controller (Media Centre)
Tele: 23388815

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
11, Mansingh Road, New Delhi-110001

Application form for the Position of Academic Assistant for Media Centre of IGNCA

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: