

File No: 12/90/2023-SD/AM  
Indira Gandhi National Centre for the Arts  
(An autonomous Trust under the Ministry of Culture)  
Janpath Building, Janpath Road,  
New Delhi - 110001

Dated : 08.05.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust 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 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 multidisciplinary and holistic.

The posts are being advertised for hiring Project Associate and Project Assistants in the Office of OSD to MS.

**No. of Post : 01 (One) Project Associate**

**Duration of work** - Initially for a period of one year and may be extended based on performance of the candidate and requirement of the project

**Age Limit** : Not more than 40 years as on 30.04.2023

**Remuneration** : Rs. 40,000/- per month consolidated

**Essential Qualification :**

- (i) Master's Degree in Business Administration / management / Commerce / Social Policy or allied field from any recognized University.
- (ii) Minimum two years' work experience in Office Management, Admn., noting, drafting, MoU Agreement
- (iii) Proficiency in MS Office and event management skills
- (iv) Good written and oral communication skills in English and Hindi  
(can be randomly checked then and there)

**No. of Post : 02 (Two) Project Assistants**

**Duration of work** - Initially for a period of one year and may be extended based on performance of the candidate and requirement of the project

**Age Limit** : Not more than 35 years as on 30.04.2023

**Remuneration** : Rs. 30,000/- per month consolidated

**Essential Qualification :**

- (i) Bachelor's Degree in Humanities / Business Administration / Management / Commerce / Social Policy or allied field from any recognized University.
- (ii) Minimum one year work experience in Office Management, Admn., noting, drafting, MoU Agreement and Management of Arts/Culture
- (iii) Proficiency of MS Office and event management skills
- (iv) Good written and oral communication skills in English and Hindi

**OTHER DETAILS :-**

Place of Posting: IGNC A, New Delhi

Mode of Selection: **Walk-in Interview.**

Date of Interview: **15.05.2023 at 10.30am**

Candidates should come with all their documents, degree, experience certificates, samples of work.

Place of Interview: **IGNCA, Office of OSD to MS, 2<sup>nd</sup> Floor, A Wing, Janpath Building, Janpath, New Delhi**

Selected candidates will be required to join the duty immediately.

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 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 of applicants for interview and/ or engagement shall be final and binding.

**Janpath Building, near Western Court, New Delhi-110001**

**APPLICATION FORM**

Place for  
affixing  
Passport  
size Photo

**Application for the position:** \_\_\_\_\_

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

<b>Qualification</b>	<b>Year of Pass</b>	<b>University / Board</b>	<b>%Of Marks</b>	<b>Class / Division</b>

**Note:** Originals of the testimonials should be produced at the time of verification / interview.

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

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

<b>Office/ Institution</b>	<b>Post held</b>	<b>Experience (From / To / Total)</b>	<b>Pay / Emoluments drawn</b>	<b>Nature of duties in detail (attach sheets if required)</b>

11. 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) Candidates should enclose a detailed CV.
  - (ii) Additional academic qualification.
  - (iii) Professional training.
  - (iv) Work experience over and above experience in the vacancy circular/ advertisement (Note: enclose a separate sheet if space is insufficient).
12. Additional details about the present employment. Please state whether working under: (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.

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 applicant)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

