

**File No. 12/315/2025-SD/AM**  
**Indira Gandhi National Centre for the Arts**  
**Janpath Building, Janpath, New Delhi -110001**  
**Sutradhara Division (Establishment Section)**

**Dated: 07.08.2025**

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 IGNCA Regional Centre Vadodara, intends to engage the following position purely on contractual basis initially for a period of one year. The eligibility criteria and other terms & conditions of engagement are as under:

**1. NAME OF THE POST: ACCOUNT OFFICER/ PROJECT ASSISTANT ACCOUNTS**

- **Number of Position** - 01 (One)
- **Duration**- Initially for a period of One Year, extendable based on the performance and requirement.
- **Age**- Min. 25 years as on date of interview.  
\*\* Preferable Retired Government officers with prior knowledge of Accounting are also eligible to apply
- **Remuneration**- Rs.30,000/- per month (fixed)

**A. Essential Qualifications:**

- Bachelor Degree in Commerce from any recognized University
- Proficiency in Book Keeping & Tally
- Proficiency in Hindi & English (Written and Spoken). Knowledge of Gujarati will be preferred.

**B. Desirable Conditions:**

- Resident of Vadodara or Adjoining areas to Vadodara city
- Retired Government officers with prior knowledge of Accounting from Autonomous Organisations/PSU/Government Departments.
- Experience in Audit/Accounts/Budgeting/Financial Dealings including sound knowledge of taxation

**C. Work Profile:**

The Accounts Officer will be responsible for maintaining the financial dealings along with maintenance of ledger book/bank book/and all account related information in the Regional Centre of Vadodara, IGNCA. The AO/Project Assistant Accounts will be responsible for the effective financial management of the center.

**D. Other Details:**

- **Place of Interview:** IGNCA Regional Centre Vadodara, Peacock Play School near Fatesing museum, Laxmi Vilas palace compound Vadodara, Pin code: 390001.
- **Mode of Selection:** Hybrid & Walk-in-Interview.

**Email the Biodata in attached format to requirement.igncavrc@gmail.com followed by Personal Interview.**

**Date of Interview:** 20.08.2025

**Time:** 12.00 pm

**Reporting Time:** 11.00 am

Candidates are requested to bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Marksheet/ Experience Certificates). Original and copy of Identity Proof (Aadhar Card/Pan Card/Voter-ID/Driving License) is mandatory to bring. Candidates are requested to report on time for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

A Candidate if selected, will have to submit, at the time of joining, two reference letters/testimonials obtained from previous employer/organization/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

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)**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

**APPLICATION FORM**

Recent  
Passport size  
Photograph

**Application for the position** :

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1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Permanent Address :
6. Telephone No. /Mobile No. :
7. E-mail ID :
8. Aadhaar No. :
9. PAN Card No. :
10. Educational Qualification (in ascending order) :

| S.No. | Qualification | Year of passing | University/ Institution | % of marks | Class/ Division |
|-------|---------------|-----------------|-------------------------|------------|-----------------|
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11. 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):

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

13. Details of Employment, in ascending order (**enclose a separate sheet duly authenticated by your signature, if the space below is insufficient**):

| S. No. | Organisation/<br>Institution/<br>Office | Post held | From & To | Please indicate:<br>i)Scale of pay<br>ii)Basic Pay<br>iii)Grade pay<br>iv)Consolidated Pay<br>v)Regular/<br>Contractual | Employer's full<br>Name, Address,<br>Email Id and Contact<br>No. of the<br>Concerned Officer |
|--------|---|-----------|-----------|---|--|
|        |   |           |           |   |  |
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14. 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)

15. 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)

I undertake to submit that I have gone through all details of the vacancy circular/advertisement and accordingly I have submitted by Curriculum Vitae for the selection to the said post. In case of any discrepancy, I will be held solely responsible.

**(Signature of the Candidate)**