

**File No. 12/208/2023-SD/AM**  
**Indira Gandhi National Centre for the Arts**  
**Janpath Building, Janpath Road, New Delhi – 110001**

Date: 09.07.2024

The Indira Gandhi National Centre for the Arts (IGNCA), is an autonomous institution under the Ministry of Culture, Govt. of India is visualised 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 its work is multi-disciplinary and holistic.

The following post is being advertised for the engagement of two positions of Project Associate purely on contractual basis in CIL Unit to work on ongoing project of Cultural Informatics Laboratory of IGNCA.

The job specifications, eligibility and other terms & conditions are given as under:-

**1. Name of the Position- Project Associate**

- **Number of Posts- 1**
- **Duration:** For an initial period of one year and extendable based on performance and requirement.
- **Monthly remuneration-** Rs. 40,000/- per month
- **Age Limit-** Not more than 40 years
- **Essential Qualifications**
  - ✓ Post-Graduation in any subject.
  - ✓ Strong communication skills with good command over English and Hindi.
- **Work Experience**
  - ✓ At least 3 years of work experience in the field of archive management
- **Desirable**
  - ✓ Knowledge and experience in audiovisual archiving, metadata creation, Indian Classical Dance.
- **Mode of Selection-** Walk in Interview
- **Date of Interview:** 15.07.2024
- **Time of Interview:** 10:30 AM
- **Reporting time:** 09:30 AM
- **Place of Interview:** 3<sup>rd</sup> Floor, C1-Wing, Cultural Informatics, IGNCA, Janpath, New Delhi-110001.

## 2. Name of the Position- Project Associate

- **Number of Posts- 1**
- **Duration:** For an initial period of one year and extendable based on performance and requirement.
- **Monthly remuneration-** Rs. 40,000/- per month
- **Age Limit-** Not more than 40 years
- **Essential Qualifications**
  - ✓ Post-Graduation in Sanskrit.
  - ✓ Strong communication skills with good command over Sanskrit, English and Hindi & knowledge of research and documentation.
- **Work Experience**
  - ✓ At least 3 years of work experience in the field of research and documentation.
- **Desirable**
  - ✓ Ph.D with knowledge and experience in research writing, Indian Knowledge traditions, basic knowledge of Sanskrit texts, translation and transliteration.
  - ✓ Candidates with background in Ancient Indian History/Indian Literature will be given preference.
- **Mode of Selection-** Walk in Interview
- **Date of Interview:** 15.07.2024
- **Time of Interview:** 02:30 PM
- **Reporting time:** 01:30 PM
- **Place of Interview:** 3<sup>rd</sup> Floor, C1-Wing, Cultural Informatics, IGNC A, Janpath, New Delhi-110001.

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 Licence) 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.

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 applications for interview and/or engagement shall be final and binding.

**Director (A)**  
**IGNC A**

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

Application form for the position of

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  
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

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)