

File No.03/25/2022-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, near Western Court,
Janpath Road, New Delhi – 110001

Dated:-09/09/2024

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 posts are being advertised for hiring **Project Coordinator (01), Project Associates (02), Project Assistants (08), and Personal Assistant (01)** under National Mission on Cultural Mapping (NMCM), IGNCA.

Project Assistants and Project Associates are being hired for language moderation and quality audit of the data and dossiers to be used for Cultural Mapping.

1. Post: Project Co-ordinator

No. of Post: 01 (One)

Duration of work:

- Initially for a period of one year, can be extended based on performance and requirement.

Age Limit:

- Not more than 40 years as on 31.03.2024 (Can be relaxed for suitably appropriate candidates having thorough knowledge and experience in the given field).

Remuneration: Rs. 60,000/- per month.

Essential Qualifications and Experience:

- Ph.D. Degree in Sociology/Folklore/History/Political Science/Liberal Studies/Social Work/Ethnography/Anthropology.
- Having 2-3 years post Ph.D. field experience in the area of community and village studies, Socio-cultural studies, History, Indian Arts & Culture, Social Work and related fields.
- Soft skills - well versed with MS Office, Google Docs and other online platforms of editing.

Desirable:

- Efficiency in conducting meetings, conferences, workshops.
- Communication skills, having good command of English and Hindi both written and oral.
- Coordination and management with working groups.
- Ability to work in a fast-paced environment and adhere to timelines.
- Should be able to promote the project in all social media for more visibility and public feedback,
- Published work if any.

Other Details:-

- **Mode of Selection-** Walk-in-interview
- **Date:** 18.09.2024
- **Place:** Chamber of Dean (Administration), Room No.-113, 1st Floor, B-Wing, IGNC, Janpath, New Delhi-110001
- **Reporting time:** 10:00 AM
- **Time of Interview:** 11:00 AM

2. Post: Project Associate

No. of Post: - 02 (Two)

Duration of work:

Initially for a period of one year, can be extended based on performance and requirement.

Age Limit: not more than 35 years as on 31.03.2024

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

Essential Qualification & Experience: -

- Masters in Folklore/Linguistics/Sociology/Art History/History/Social Work/Anthropology and Ethnography with specific research in cultural studies, heritage studies, village or community specific study
- 1-2 years of working experience in Government/Semi Govt. /Autonomous or in reputed institution/organization with specific research in cultural studies, sociolinguistics, community, village studies and related fields.

Soft Skills:

- Should be well-versed with computer applications (MS Office) and editing.
- Good communication skills.

Desirable:

- Should be well versed in making, preparing research oriented proposals.
- Good communication in English and Hindi (both written and oral).
- Ability to work in a fast-paced environment.
- Should be able to promote the project in all social media for more visibility and public feedback.

Other Details:-

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2. Post: Project Assistant

No. of Posts: - 08 (Eight)

Duration of work:

Initially for a period of one year, can be extended based on performance and requirement.

Age Limit: Not more than 30 years as on 31.03.2024.

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

Essential Qualifications and Experience:

- Master's Degree in History/Community and Village Studies/Social Work/ Sociology/Folklore/Political Science/Ethnography/Anthropology and Liberal Studies.

Soft Skills:

- Should be well versed with MS Office, Google Docs and online mediums of editing.

Desirable:

- 1-2 years of research experience of working in Government/Semi Govt./Universities or reputed organization in the respective field with specific research in cultural studies, heritage studies, community, village studies and related fields.
- Should be well versed in making/preparing research oriented proposals.
- Excellent communication skills.
- The ability to work in a fast-paced environment.
- Should be able to promote the project in all social media for more visibility and public feedback.

- Should be able to promote the project in all social media for more visibility and public feedback.
- Published work if any.

Other Details:-

- **Mode of Selection-** Walk-in-interview
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3. Post: Personal Assistant

No. of Posts: - 01 (One)

Duration of work: Initially for a period of one year, can be extended based on performance and requirement.

Age Limit: Not more than 45 years as on 31.03.2024.

Remuneration: Rs. 30,000- per month.

Essential Qualifications and Experience:

- Bachelor's Degree from any recognized university.
- Minimum 4-5 years of relevant working experience in secretarial assistance (taking dictations, efficiency in shorthand, typing letters, maintaining confidentiality of office records/documents) knowledge of Hindi/English typing @ 100wpm. , appointments etc.
- Organizing& assistance in programmes/events, maintaining office records, and arranging meetings etc.
- Excellent communication skills.
- The ability to work in a fast-paced environment.
- Should be efficient in taking dictation and typing/drafting letters/documents/ research papers in Hindi/English.
- Compiling and preparing reports, presentations and correspondence.
- Assisting in meetings, follow-ups and liasoning with artists/scholars and institutions.

Soft Skills:

- Should be well versed with MS Office.

Other Details:-

- **Mode of Selection-** Walk-in-interview
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- **Place:** Chamber of Dean (Administration), Room No.-113, 1st Floor, B-Wing, IGNCA, Janpath, New Delhi-110001
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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.

A candidate, if selected, will have to submit, at the time of joining, two reference letters/ testimonials obtained from previous employer/organisation/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 applications for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Near Western Court, New Delhi-110001

APPLICATION FORM

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Application for the position: _____

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

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

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)