

File No: 3/7/2017-SD/AM (Adv. No.44/2021)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU

(Ministry of Culture, Government of India)

Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Regional Centre at Bengaluru 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 IGNCA Regional Centre in Bengaluru spread over eight acres outside the precincts of the Bengaluru University campus. The Regional Centre is a nodal centre for research, archival and documentation in arts. The Centre has initiated several research projects and academic activities focusing on the cultural heritage of South India.

The IGNCA requires one position each of “*Programme Assistant*” and “*Project Assistant*” to work under the guidance of the Regional Director, IGNCA RCB.

1. Programme Assistant:

- Educational Qualification : Master’s Degree in Arts/Humanities Science/Media/Mass Communication/Journalism, Culture related or allied field from any recognized University. He/She should be very well versed with MS Office, basic proposal writing and event management skills.
- Eligibility Criteria : Very good written and oral communication skills in English, Kannada and Hindi as well.

Willingness to travel widely in order to conduct programmes across all Southern States.

An awareness and/or knowledge of one or more of the art forms and a general empathy and understanding of the others will be an added advantage.
- Experience : Prior work experience of at least 3 years in organizing similar events and/or in the arts and culture space either in an individual capacity or as part of a Government or private arts organization and/or interacting/working in a media environment.

- Age limit : Not exceeding 35 years.
- Salary : Consolidated Remuneration – Rs.30,000/- per month.
- Tenure : Initially for a period of One year
- Responsibilities : Coordinate outreach programmes of the IGNCA RCB (Concerts, Workshops, Seminars, Exhibitions, Lectures & Film Screenings etc.) mainly in Bengaluru & other parts of Karnataka & South India.

Preparation of yearly and quarterly reports, programme proposals and budget.

Liaison with other organizations in the art and culture space and Government agencies to host programmes and ensure their smooth conduct.

Prepare and disseminate publicity materials and arrange suitable media coverage for all IGNCA RCB Programmes.

Dissemination of IGNCA RCB related information via Social Media and monthly Newsletter.

Co-ordinate documentation of completed programmes – Written reports and Audio/Video archiving.

Preparation of annual reports to head office on Programmes conducted by IGNCA RCB.

Work under the supervision and guidance of the Regional Director, IGNCA RCB.

- Place of Posting : Bengaluru.
- Leave : He/She will be entitled for leave @ 2 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.
- Benefits : Other benefits like Medical, CPF and LTC etc. will not be admissible.

- Mode of Selection : An advertisement will be published in Bengaluru's leading newspapers and applications would be screened through short listing as per eligibility followed by an interview. Only shortlisted candidates will be called for an Interview.
- Basis of appointment : Purely project based, till completion of Project.
- The IGNCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNCA regarding selection of application for interview and shall be final.

2. Project Assistant:

- Educational Qualification : Master's Degree in a culture related or allied field from any recognised University. Prior Research experience in Art History, Cultural Studies, Cultural Anthropology, Folk & Tribal Research, Civilization and Cognitive Studies, Heritage and archival documentation is a must. He/She should be very well versed with MS Word, MS Excel and MS Power Point etc. Candidates with good research background will be given preference.
- Experience : At least one year of demonstrable and or documented experience in research & documentation.
- Age limit : Not exceeding 35 years.
- Responsibilities : Project Assistant will assist in the coordination of culture related academic project and will be attached to the Regional Director, IGNCA RCB. Will assist with conducting research surveys, literature searches, writing/reporting proposal, academic management, organizing meetings, reviews, workshops, seminar and conference.
- Salary : Consolidated Remuneration – Rs.30,000/- p.m.
- Tenure : Initially for a period of One year .
- Place of Posting : Bengaluru.
- Leave : He/She will be entitled for leave @ 2 and half days for each completed calendar month of Service. The leave of one calendar year willnot be carried forwarded for next calendar year. No

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Closing Date:

Duly completed application and self-attested copy of the testimonials, experiences if any should be sent in a closed envelope super scribed with **“Application for the post of Programme Assistant OR Project Assistant”** to the following address:

The Regional Director
Indira Gandhi National Centre for the Arts
Regional Centre
Kengunte Circle, Mallathahalli
Jnanabharathi Post
Bengaluru – 560056.

It is to ensure that completed applications should reach to this office on or before 21 days from the date of publication of the advertisement in the news papers and website of IGNCA. Only eligible candidates will be allowed to appear in the interview.

Late submission of application will not be considered.

Originals of the testimonials and proof of address should be produced for verification at the time of Interview.

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: _____

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU**

Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

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)

Qualification	Year of Pass	University / Board	% of Marks	Class / Division

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.

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

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.
