

File No. 12/249/2023-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi – 110001

Date: 10.07.2024

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 seven (07) Assistant, two (02) Project Associate, one (01) Project Associate (Documentation) and one (01) Project Coordinator purely on contractual basis in the Conservation Division.

Duration of Work: Initially for a period of one year and extendable on the requirement and performance of the candidate.

S.No.	Post	Vacancy for Delhi	Vacancy for Ladakh
1.	Assistant	03	04
2.	Project Associate	02	-
3.	Project Associate (Documentation)	01	-
4.	Project Coordinator	-	01

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

1. Name of the Position- Assistant

- **Number of Posts- 07 (For Delhi-03 & For Ladakh-04)**
- **Monthly remuneration-** Rs. 20,000/- to Rs. 25,000/- per month
(Salary depends on the basis of interview and practical)
- **Age Limit-** Not more than 45 years as on date of receipt of the application
- **Essential Qualifications** - Graduation
- **Work Experience** - Minimum 6 months experience in conservation of Manuscripts, books and paintings.
- **Working location-**Ladakh, Delhi and Patna
- **Process of Selection-** Selection will be based on interview and practical
- **Date & Place of walk-in-interview :**
 - (i) Walk-in-Interview for Three (03) post of Assistant – 16.07.2024 at IGNCA Hq., Conservation Unit, 1st Floor, A-1 wing, Janpath, New Delhi-110001
 - (ii) Walk-in-Interview for four (04) post of Assistant – 22.07.2024 at State Archives, Leh
- **Time of Interview:** 10:00 AM
- **Reporting time:** 09:30 AM

2. Name of the Position- Project Associate

- **Number of Posts- 02**
- **Monthly remuneration-** Rs. 40,000/- to Rs.55,000/- per month
(Salary depends on the basis of interview and practical)
- **Age Limit-** Not more than 55 years as on date of receipt of the application
- **Essential Qualifications** – Post Graduation in Conservation
- **Work Experience** – 10 years of experience in Manuscripts/ Metal Conservation.
- **Desirable Qualifications** – PhD in the field of Conservation will get preference
- **Working location-**Ladakh, Delhi and Patna
- **Process of Selection-** Selection will be based on interview and practical
- **Date & Place of walk-in-interview** - 16.07.2024 at IGNC A Hq., Conservation Unit, 1st Floor, A-1 wing, Janpath, New Delhi-110001
- **Time of Interview:** 10:00 AM
- **Reporting time:** 09:30 AM

3. Name of the Position- Project Associate (Documentation)

- **Number of Posts- 01**
- **Monthly remuneration-** Rs. 40,000/- per month
- **Age Limit-** Not more than 35 years as on date of receipt of the application
- **Essential Qualifications** – Post Graduation/ P.G.Diploma (Applied Museology) from IGNC A
- **Work Experience** – 02 years of experience in documentation of Museum artifacts/Conservation, Graphic 2 years.
- **Working location-**Ladakh, Delhi and Patna
- **Process of Selection-** Selection will be based on interview and practical
- **Date & Place of walk-in-interview** - 16.07.2024 at IGNC A Hq., Conservation Unit, 1st Floor, A-1 wing, Janpath, New Delhi-110001
- **Time of Interview:** 10:00 AM
- **Reporting time:** 09:30 AM

4. Name of the Position- Project Coordinator

- **Number of Posts- 01**
- **Monthly remuneration-** Rs. 60,000/- to Rs.70,000/- per month
(Salary depends on the basis of interview and practical)
- **Age Limit-** Not more than 50 years as on date of receipt of the application
- **Essential Qualifications** – Masters Degree in Conservation
- **Desirable Qualifications** – 1. UGC Net –Junior Research Fellowship (JRF) in Conservation.
2. Candidate must hold PhD in Conservation.
- **Working location-**Ladakh
- **Process of Selection-** Selection will be based on interview and practical
- **Date & Place of walk-in-interview** - 22.07.2024 at State Archives, Leh
- **Time of Interview:** 10:00 AM
- **Reporting time:** 09:30 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 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

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)