

File No: 12/275/2024-SD/AM
Indira Gandhi National Centre for the Arts, IGNCA. New Delhi
Janpath Building, Janpath Road, Delhi

Date: 10.09.2024

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualized 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.

These posts are being advertised by IGNCA for project Aatman purely on contractual basis on project based, till completion of Project. Requirements as listed below are to work under Aatmanirbhar Bharat Centre for Design at the Red Fort, Delhi. This Centre has been functioning as a craft and design collaborative space for master artisans, designers, institutions, business and marketing experts. These partnerships are facilitating innovative solutions for indigenous traditions and practices. The long-term benefit of this project is to contribute to the cultural economy by empowering the craftsmen of the country.

1. POSITION: PROJECT MANAGER

No. of Post: 01 (one)

Duration of work – Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 40 years as on 01.09.2024

Remuneration: Rs.75, 000/- per month

Essential Educational Qualification:

- Master's in Art History/Museology/Visual Arts/ Architecture/Design /Heritage Management and allied field from the recognised university.
- Experience of minimum 5 years in Project Management/ Project Design/ audio-visual content writing/ management of arts and culture space, and outreach, as part of private or Government organization. Preference will be given to candidates who have worked in the visual art / craft sector.

Desirable Qualifications

- Proficiency in content development/proposal writing / management skills/design development.
- Excellent written and verbal communication skills in English and Hindi.
- Ability to work efficiently on fast-paced projects with defined timelines.
- Experience in Research and field documentation.

Place of Posting: He/She will be posted in New Delhi.

Mode of Selection: Walk in Interview

Date : 23.09.2024

Reporting Time : 10:00 AM

Time of Interview: 11:00 AM

Place: Chamber of HoD (KN), 1st Floor, Room No. 113, B-Wing, IGNCA

2. **POSITION: PROJECT COORDINATOR**

No. of Post: 01 (one)

Duration of work – Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 35 years as on 01.09.2024.

Remuneration: Rs. 60,000/- per month

Essential Educational Qualification:

- Master's Degree in Art History/Museology /Architecture /Interior Design/ Heritage Management from any recognized University.
- Minimum 3 years of experience in programme/event/exhibition coordination. Preference will be given to candidates who have worked in the art and craft field.

Desirable Qualifications

- Preference will be given to candidates who have worked in the art and craft space.
- Proficiency in basic proposal writing, noting, drafting and budgeting.
- Programme coordination and event management skills.
- Good written and oral communication skills in English and Hindi
- People management and team-work skills.

Place of Posting: He/She will be posted in New Delhi.

Mode of Selection: Walk in Interview

Date : 23.09.2024

Reporting Time : 10:00 AM

Time of Interview: 11:00 AM

Place: Chamber of HoD (KN), 1st Floor, Room No. 113, B-Wing, IGNCA

3. POSITION: PROJECT ASSOCIATE

No. of Post: 02 (two)

Duration of work – Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 35 years as on 01.09.2024.

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

Essential Educational Qualification:

- Master's Degree in Art History/Museology / Heritage management/ Mass Communication/Art and Culture Management related or allied field from any recognized University.
- Minimum two years of relevant experience in project coordination, event management and outreach activities in the art and craft sector.

Desirable Qualifications

- Good written and oral communication skills in English and Hindi.
- Ability to liaison with public/private stakeholders and relationship building and management skills.
- Experience in research including primary and secondary on Indian art and craft.
- Knowledge of art and craft documentation and its application.

Place of Posting: He/She will be posted in New Delhi.

Mode of Selection:Walk in Interview

Date: 23.09.2024

Reporting Time : 10:00 AM

Time of Interview: 11:00 AM

Place: Chamber of HoD (KN), 1st Floor, Room No. 113, B-Wing, IGNSA

4. POSITION: SR.GRAPHIC DESIGNER

No. of Post: 01 (One)

Duration of work – Initially for a period of six (06) months and extendable based on performance and requirement.

Age Limit: Not more than 40 years as on 01.09.2024.

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

Essential Educational Qualifications:

- Bachelors or Post Graduate Diploma in Graphic Design / Product Design / Architecture/Interior Design/ Applied Arts / Multimedia Arts / Mass Communication and other relevant subjects.
- Minimum two years of experience in design related works. Preference will be given to candidates who have worked in the art and culture sector.

Desirable Qualifications

- Thorough knowledge of design software and digital media - Photoshop, Illustrator, InDesign etc.
- Experience in design work related events like brochure, standees, pamphlets, hoardings.
- Experience in handling social media content curation.
- Ability to create content for social media platforms.
- Good written and oral communication skills in English and Hindi.
- Commitment to work beyond conventional working hours.

Place of Posting: He/She will be posted in New Delhi.

Mode of Selection: Walk in Interview

Date: 24.09.2024

Reporting Time : 10:00 AM

Time of Interview: 11:00 AM

Place: Chamber of HoD (KN), 1st Floor, Room No. 113, B-Wing, IGNCA

5. POSITION: GRAPHIC DESIGNER

No. of Post: 01 (one)

Duration of work – Initially for a period of six (06) months and extendable based on performance and requirement.

Age Limit: Not more than 30 years as on 01.09.2024.

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

Essential Educational Qualifications:

- Bachelors or Post Graduate Diploma in Graphic Design / Product Design / Architecture/Interior Design/ Applied Arts / Multimedia Arts / Mass Communication and other relevant subjects.
- Minimum Six (06) months of experience in design related works. Preference will be given to candidates who have worked in the art and culture sector.

Desirable Qualifications

- Thorough knowledge of design software and digital media - Photoshop, Illustrator, InDesign etc.
- Experience in design work related events like brochure, standees, pamphlets, hoardings.
- Experience in handling social media content curation.
- Ability to create content for social media platforms.
- Good written and oral communication skills in English and Hindi.
- Commitment to work beyond conventional working hours.

Place of Posting: He/She will be posted in New Delhi.

Mode of Selection:Walk in Interview

Date : 24.09.2024

Reporting Time : 10:00 AM

Time of Interview: 11:00 AM

Place: Chamber of HoD (KN), 1st Floor, Room No. 113, B-Wing, IGNC A

6. POSITION: PROJECT ASSISTANT

No. of Post: 02 (two)

Duration of work – Initially for a period of six (06) months and extendable based on performance and requirement

Age Limit: Not more than 30 years as on 01.09.2024

Remuneration: Rs.30,000/- per month

Essential Educational Qualifications:

- Masters or Post graduate diploma in Art History/ Museology/ History/ Fine arts/ Anthropology/ Heritage and Art Management/Mass Communication from any recognised institute/ university.

Desirable Qualifications

- Minimum six (06) months of experience in project coordination and social media handling, event management, research and content writing.
- Good written and oral communication skills in English and Hindi
- Commitment to work beyond conventional working hours

Place of Posting: He/She will be posted in New Delhi.

Mode of Selection:Walk in Interview

Date : 24.09.2024

Reporting Time : 10:00 AM

Time of Interview: 11:00 AM

Place:Chamber of HoD (KN), 1st Floor, Room No. 113, B-Wing, IGNCA

(*Salary is negotiable for each post and depends upon experience and qualifications)

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 should also bring their work portfolios in the interview. 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**

APPLICATION FORM

Recent
Passport size
Photograph

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)