

(F.No. 4/6/2018-SD/AM ADV.: No. 25/2018)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under Ministry of Culture, Govt. of India)
C.V. Mess, Janpath,
New Delhi-110 001.

11th June, 2018

Advertisement for filling up the position of Deputy Controller (Media Centre), Indira Gandhi National Centre for the Arts

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the administrative control of Ministry of Culture, invites applications in the prescribed format for filling up the position of Deputy Controller (MC) in IGNCA, New Delhi. The appointment will be on Deputation/Contract basis in Level 11 in the Pay Matrix (Pre-revised scale PB-3 Rs.15600-39100 with grade pay of Rs.6600/-).

Eligibility Criteria:

Educational and Other qualifications/Experience:

For Deputation/Contract

Persons (i) holding analogous posts or (ii) having 10 (ten) years' service in the Grade Pay of Rs4600/- in Government/Public Sector Undertakings/Universities/Academic and Research Institutions/Autonomous Organizations and having :

- (i) Master's Degree in Arts, Humanities or Languages
- (ii) Knowledge & experience of archival science/production/documentation
- (iii) 10 (ten) years' experience as Producer in audio/visual media in any field of the Arts
- (iv) Age not exceeding 55 years'

Closing Date:

Applications in the prescribed proforma alongwith prescribed Annexure-I should be sent to the Director (Admn.), Indira Gandhi National Centre for the Arts, CV Mess Building, Janpath, New Delhi 110 001 so as to reach within 21 days from the date of publication of the advertisement in the Employment News. Only eligible candidates will be allowed to appear for the interview.

Director (Admn.)

IGNCA

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
9. 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			Basic pay and pay scale/pay band held	Nature of duties in detail (attach separate sheets, if required)	Familiarity with ICT applications
		From Total	To				

10. 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) Professional training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement
- (Note: enclose a separate sheet, if space is insufficient)

11. Service to which you belong :

12. Additional details about the present employment. Please state whether working under:

- (a) Government
- (b) Autonomous organization
- (c) Public Sector undertaking
- (d) Academic and Research Institutions
- (e) Universities

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)

Date:

Place:

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the Particulars furnished by Shri/Ms _____ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular. Also certified that there is no Vigilance case pending/contemplated against him/her.

ii) The attested copies of ACR/APAR Dossier of the applicant for the last 5 years are enclosed.

iii) The cadre controlling authority of the applicant has given its clearance for his/her applying for the above post.

Signature

Name & Designation
(Office Seal)