

**File No. 12/266/2024-SD/AM**  
**Indira Gandhi National Centre for the Arts**  
**Janpath Building, Janpath Road, New Delhi – 110001**

**Date: 10.06.2025**

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government 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 Cultural Archives and Conservation division intends to engage two (02) positions of Archive Attendants (Skilled) purely on contractual basis for a period of one year for the special project of archiving of the collections in the Archives.

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

**1. Name of the Post: Archive Attendant**

- a) No. of Post:** Two (02)
- b) Duration of contract:** Initially for a period of one year and extendable based on performance of the candidate and requirement of the project.
- c) Age Limit:** Not more than 50 years as on date of walk in interview.
- d) Remuneration:** As prescribed by Govt. of NCT, Delhi Minimum Wages Act, 1948 under Skilled Category

**2. Essential Qualifications:**

**a) Educational Qualification**

- Matriculation from any recognized board.

**b) Work Experience**

- Minimum six years of work experience of handling collections in archives.

**3. Desirable Qualification**

- Proficiency in scanning and photocopy.
- Experience in handling collections and their storage.
- Experience in mounting exhibitions and other office work.

#### 4. Other Details:

- **Mode of Selection:** Walk in Interview
- **Date of Interview:** 16.06.2025
- **Reporting Time:** 10:00 A.M
- **Place of Interview:** 1st Floor, B-Wing, IGNCA, Janpath, New Delhi-110001.

Candidates are requested to bring the filled application form given below along with updated resume and self attested copies of all testimonials (Academic Marksheet (10<sup>th</sup> onwards) /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**

Recent Passport  
size Photograph

**Application for the position** :

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

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)**