

File No. 3/22/2017-SD/AM (Adv. 29/2018)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
(Central Vista Mess, Janpath, New Delhi-110001)

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position of Project Assistant in its Academic Division for coordination of academic related work for its one-year Post Graduate Diploma Courses and Certificate Courses. The engagement for the position will be purely on contract basis only, initially for one year, which may be extended as per requirement and satisfactory performance.

Name of Position : **Project Assistant**
Number of Position : One
Duration : One year
Remuneration : Rs. 30,000/- per month (consolidated)
Age limit : Not more than 35 years as on 23.07.2018.

Educational Qualification :

- B.A./BBA/ BCA/B.Tech/B.Com from any recognized university
- Diploma/Certificate in Computer or Computer Applications

Experience :

- Two years in office management, computer operations, inventory control etc.

Leave:

- He/she will be entitled for leave @ two 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.

Mode of Selection:

- Screening of eligibility followed by Walk-in Interview.

Candidates are requested to fill the prescribed form given below, supported by self-attested copies of testimonials.

Walk-in-Interview will be held **on 23.07.2018 at 11:00 am** in the Academic Division, IGNCA, 3rd Floor, Block A, 11, Mansingh Road, New Delhi. Nearest Metro Station is Central Secretariat (Gate No. 2). Candidates are requested to report at 10:00 am. Only eligible candidates will be allowed to appear for interview. Candidates are requested to bring original certificates for verification.

The IGNCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNCA regarding selection and/or engagement shall be final.

Director (Admn.)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. Mess, Janpath, New Delhi-110001

Application form for the Position of Project Assistant on contract basis in
Academic Division of IGNC

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/email ID
5. Address (Permanent) :

6. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

8. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution/Organization	Post held	From & To	Nature of duties In detail (attach Separate sheets, If required)

9. 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)

10. 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)

Date: