

**F. No. IGNCA/01/2022 – NMCM**  
**Indira Gandhi National Centre for the Arts**  
(An autonomous Trust under the Ministry of Culture)  
**Janpath Building, near Western Court, Janpath Road, New Delhi – 110001**

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust 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 independence. 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 posts are being advertised for hiring Project Associates and Project Assistants for National Mission on Cultural Mapping (NMCM), IGNCA.

Project Assistants and Project Associates are being hired for language moderation and quality audit for the data and dossiers to be used for Cultural Mapping; and for handling Accounts/ Finance and Administrative matters.

**1. Post: Project Associate**

**No. of Post:** 04 (four)

**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 1.07.2022.

**Educational Qualifications:** MPhil/Ph.D. Degree in Anthropology/ Folklore/ Art History/English Language and Literature /History/ Sociology/Geography/ Performance Studies

**Experience:**

- Minimum 3 years of experience in research projects, cultural mapping, ethnographic documentation, village studies.
- Good knowledge of English language both written and oral.
- Preference would be given to candidates with proven experience in content and copy editing in the field of Folk & Tribal Cultures, and Arts & Craft Traditions.
  
- Should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment.

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

## 2. **Post: Project Assistant**

**No. of Post:** 04 (four)

**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 01.07.2022.

**Educational Qualifications:** Master's Degree in Anthropology/ Folklore/ Art History/ History/ English Language and Literature/ Sociology/Geography/ Performance Studies

### **Experience:**

- Minimum 2 years of experience in research projects, cultural mapping, ethnographic documentation, village studies.
- Good knowledge of English language, both written and oral.
- Preference would be given to candidates with proven experience in content and copy editing in the field of Folk & Tribal Cultures, and Arts & Craft Traditions.
- Should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment

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

## 3. **Post: Project Assistant (Accounts)**

**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 01.07. 2022

**Educational Qualification:** M.Com

**Experience :** One year in handling Accounts/Finance in any Government/PSUs/ Autonomous Organisation

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

4. **Post: Project Assistant (Administration)**

**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 01.07. 2022

**Educational Qualification:** MBA or Masters in Public Administration

**Experience:**One year experience in handling Administrative Responsibilities in any Government/ PSUs/ Autonomous Organisation

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

## **OTHER DETAILS**

**Place of Posting:** IGNC A, New Delhi

### **Mode of Selection**

Walk-in Interview. Candidates should come with all their documents, degree, experience certificates, samples of work .

**Date of Interview:** 23. 06.2022

**Time:** 11.00 AM

**Reporting Time:** 10.00 AM

**Place of Interview:** IGNC A, New Delhi

**Selected candidates will be required to join the duty on 01. 07. 2022**

**Submission of Application:** Candidates are required to fill in the prescribed form given below supported by CV and self - attested copies of testimonials and submit them to the IGNC A during the Interview.

Original of the testimonials and proof of address should be produced for verification at the time of Interview.

**NOTE:**The IGNC A reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNC A regarding selection of applicants for the interview and/or engagement shall be final.

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 applicant)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**Janpath Building, near Western Court, New Delhi-110001**

**APPLICATION FORM**

Place for  
affixing  
Passport  
size Photo

**Application for the position:** \_\_\_\_\_

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

<b>Qualification</b>	<b>Year of Pass</b>	<b>University / Board</b>	<b>%Of Marks</b>	<b>Class / Division</b>


**Note:** Originals of the testimonials should be produced at the time of verification / interview.

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:
10. Details of employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

<b>Office/ Institution</b>	<b>Post held</b>	<b>Experience (From / To / Total)</b>	<b>Pay / Emoluments drawn</b>	<b>Nature of duties in detail (attach sheets if required)</b>

11. 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) Candidates should enclose a detailed CV.
  - (ii) Additional academic qualification.
  - (iii) Professional training.

(iv) Work experience over and above experience in the vacancy circular/  
advertisement (Note: enclose a separate sheet if space is  
insufficient).

12. Additional details about the present employment. Please state whether  
working under: (a) Central Government (b) Autonomous organisation (c)  
Public Sector Undertaking.

-----