

**F.No:- 12/318/2025-SD/AM**  
**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**

Date:-12.12.2025

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.

IGNCA is an implementing body of the National Mission on Cultural Mapping, an initiative of the Ministry of Culture, Government of India. The mission aims to preserve and promote India's rich cultural heritage, and its potential to revitalize rural economies.

Applications are invited for the following positions purely on a contractual basis, for the National Mission on Cultural Mapping.

**1. Position: Project Coordinator**

**No. of Post** - One (1)

**Duration of contract**- Initially for a period of six months which may be extendable based on performance and further requirement as per Mission Mandate.

**Age Limit** -not more than 50 years as on date of Interview

**Remuneration**- Rs. 60,000/- per month

**Essential Education Qualification**

- Masters in History/Art History/Rural Development/Sociology/ Archaeology- Heritage Management from a recognized University
- A minimum of 3 years of research experience in a University/Government/ Semi-Government/Autonomous institutions/organizations with evidence in handling data and conducting research analysis at the scale required for a village-focused Portal. Experience gained during doctoral study may be considered for the purpose.

**Desirable Qualification**

- Candidates having Ph.D./M. Phil in History/Art History/Rural Development/Sociology from a recognized University would be preferred
- Should be well versed in making, preparing short write-ups on Indian villages encapsulating diverse cultural traditions and practices
- Reading and Interpretating village Gazetteers as required
- Should be well-versed with computer applications (MS Office) and editing.
- Excellent communication in English and Hindi skills (both written and verbal).
- The ability to work in a fast-paced environment.

## 2. **Position: Programme Coordinator**

**No. of Post** – One (1)

**Duration of contract**- Initially for a period of six months which may be extendable based on performance and further requirement as per Mission Mandate.

**Age Limit** -not more than 40 years as on date of Interview

**Remuneration**- Rs. 60,000/- per month

### **Essential Educational Qualification**

- Master's Degree in Art History/History/Rural Development/Sociology/ Archaeology-Heritage Management from any recognized University.
- Minimum 3 years of experience in programme/event/exhibition coordination or managing art-related Portal. Preference will be given to candidates who have worked in the art and craft field.

### **Desirable Qualification**

- Preference will be given to candidates who have worked in the art and craft institution.
- 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

## 3. **Position: Office Assistant**

**No. of Posts**: - 01 (One)

**Duration of contract**: Initially for a period of six months which can be extended based on performance and requirement as per Mission Mandate.

**Age Limit**: Not more than 35 years as on date of interview

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

### **Essential Educational Qualification**

- Bachelor's Degree from any recognized university
- Evidence of working experience in taking dictations, typing letters, maintaining confidentiality of office records/documents
- Maintaining attendance system, Salaries of staffs etc,
- Knowledge of Hindi/English
- Should be well-versed with computer applications (MS Office)
- Maintaining appointments, internal communications etc.
- Organizing & assistance in programmes/events, maintaining office records, and arranging meetings etc.
- Excellent communication skills.
- The ability to work in a fast-paced environment

## **Other Details**

**Mode of Selection- Walk-in-interview**

**Date & Time of Interview: 22 December 2025**

**Reporting Time: 10:00 AM**

**Place of Interview: Chamber of Dean (Administration), Room No.-113, 1st Floor, B-Wing, IGNC, Janpath, New Delhi-110001**

**Place of Posting: NMCM, IGNC, New Delhi.**

Candidates are requested to mandatorily bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Mark sheet / Experience Certificates), Original and Copy of Identity Proof (Aadhar Card/Pan Card/Voter-ID/Driving License). 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/organization/institution where the candidate has either worked or studied, and such reference letters should have been within a month.

The IGNC reserves the right to accept or reject any or all applications without assigning any reason. IGNC also reserves the right to increase or decrease the number of posts. The decision of the competent authority of IGNC regarding selection of applicants for interview and/ or engagement shall be final and binding.

**Director (A)**

**IGNC**

**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

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)**