

Dated: 07.07.2021

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 the post of Director (NMM) in IGNCA, New Delhi. The appointment will be on deputation/short term contract basis in the Pay Matrix Level 13A (Academic) Rs. 1,31,100/- – 2,16,600/- (Pre-revised scale 37400-67000/- Grade Pay Rs.9000/-).

**The Eligibility Criteria is as under:-**

**Essential**

- 1 (i) Masters Degree in Sanskrit / Pali / Prakrit / Arabic/Persian / Indian Languages (Classical & Modern) from a recognized University.
- (ii) Doctorate Degree from a recognized University.
2. (i) Holding analogous post of Associate Professor in Pay Matrix Level 13A Rs. 1,31,100/- - 2,16,600/- (Pre-revised scale PB-4 Rs.37400-67000 + 9000 GP) in Universities/recognised research institutions

OR

- (ii) Directors or Equivalent in Pay Matrix Level 13 (pre-revised scale PB-4 Rs.37400-67000 + Rs.8700 GP) and above in Autonomous institutions / Libraries of National repute doing research/ working in the field of manuscripts with minimum 2 years experience in Pay Matrix Level 13 (Pre-revised scale PB-4 Rs.37400-67000 + Rs.8700 GP).

**Desirable**

Research experience in Manuscripts/Administrative experience dealing with Manuscripts.

**Age Limit** : Not exceeding 60 years.

**Closing Date:**

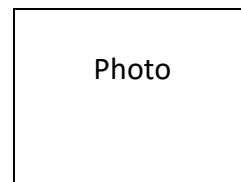
Shortlisted candidates will be called for interview. Candidates applying on deputation basis have to forward their applications through proper channel with complete and up to date APAR dossier (performance report in the case of applicant from Private Sector) for the last 5 years (2015-16 to 2019-20) along with integrity and vigilance clearance certificate. Application in the enclosed proforma should be sent to the Director (A), IGNCA, Hotel Janpath Building, Janpath, New Delhi 110001 so as to reach that office within 30 days from the date of publication of advertisement in the Employment News.

The IGNCA reserves the right to reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applicants for interview and/or engagement shall be final and binding.

Director (Admin)  
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

**Application form for the post of Director(National Mission for Manuscripts)**



1. Name & Address (in block letters) :

2. Father's Name :

3. Date of Birth (in Christian era)  
with present age :

4. Nationality :

5. Address for correspondence with  
Ph Nos. Office/Res./Mobile/E-mail :

6. Address (Permanent) :

7. Date of retirement under Central/State  
Government Rules\*  
(\*for candidates working under Govt. Sector) :

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

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

9. 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):

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

11. 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	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

12. In case the present employment is held on deputation/contract basis please state:

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract basis
- (c) The pay scale presently held
- (d) The current pay scale in your parent organization (if you had been there):
- (e) Name of the parent office/organization to which you belong  
(Note: enclose a separate sheet, if space is insufficient)

13. 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)

14. 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)

15. Service to which belongs :

16. Nature of present employment i.e. ad-hoc or (temporary) quasi-permanent or permanent

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

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government undertaking
- (e) Universities/Recognized Research Institutions

18. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

19. Existing total emoluments drawn per month

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:

### **Forwarding Note by the Employer**

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant
- (ii) The applicant is clear from vigilance angle
- (iii) The integrity of the applicant is beyond doubt
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post
- (vi) The ACR Dossier of the applicant for the last 5 years is enclosed with the application

(Signature with seal of the authorized signatory on behalf of the employer)