

File No: 3/56/ 2017-SD/AM Adv. No. 34/2018

**Indira Gandhi National Centre for the Arts, IGNC**

(An Autonomous Trust under the Ministry of Culture, Govt. of India)

Central Vista Mess, Janpath, New Delhi-110 001

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one Account Officer and One Assistant in IGNC Regional Centre, Puducherry. The appointment will be on contract basis only, initially for one year, which may be extended as per requirement and satisfactory performance.

**Account Officer:**

**Number of Position :** One

**Duration :** One Year, extendable

**Remuneration :** Rs. 25,000/-

**Work Profile:** Account Officer will provide assistance to the Regional Director, IGNC Regional Centre, Puducherry in connection with accounts and financial matters including Audit/Accounts/Budgeting etc. and any other work assigned by the Regional Director from time to time.

- **Age limit :** Not exceeding 62 years
- **Educational Qualifications:** Bachelor's degree in Commerce from a recognized University. Well versed with MS Office.
- **Experience :** Experience of Audit/Accounts/Budgeting/Financial matters is essential.

**Assistant:**

**Number of Position :** One

**Duration :** One Year

**Remuneration :** Rs.20,000/-

- **Age limit :** Maximum 45 years.
- **Educational Qualifications:**
  - Bachelor's degree from a recognized University.
  - At least 6 months Diploma in Computer Application.
  - Well versed with MS Office and proficiency in English (30 wpm) & Tamil Typing (25wpm).
  - 03 years of relevant experience.

**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.

Walk-in-Interview will be held **on 17<sup>TH</sup> August, 2018. The Walk-in-Interview** will be held at 12.30 pm at Hotel Athithi, 126, S.V. Patel Salai, Puducherry - 605001. Candidates are requested to report one hrs. before for registration purpose. Only eligible candidates will be allowed to appear for interview. Candidates are requested to bring original certificates for verification.

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

Director (A)  
IGNC A

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

**Application form for the Position of**

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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: