

**F. No. 12/333/2025-SD/AM**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
(An Autonomous Trust under the Ministry of Culture, Government of India)

Janpath Building, Janpath  
New Delhi -110001

Dated: 13.11.2025

The Indira Gandhi National Centre for the Arts (IGNCA) an autonomous institution under the Ministry of Culture, Govt. 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.

This post is being advertised by IGNCA for project Aatmanirbhar Bharat Centre for Design at the Red Fort, Delhi. This Centre has been functioning as a craft and design collaborative space for master artisans, designers, institutions, business and marketing experts. These partnerships are facilitating innovative solutions for indigenous traditions and practices. The long-term benefit of this project is to contribute to the cultural economy by empowering the craftsmen of the country.

**POSITION: PROJECT MANAGER**

**No. of Post: 02 (two)**

1. Special Projects of IGNCA
2. Aatmanirbhar Bharat Centre for Design

**Duration of work** – Initially for a period of six months, and extendable based on performance and requirement

**Age Limit:** Not more than 50 years as on 1.4.2025

**Remuneration:** Rs.75,000/- per month and negotiable depending upon experience and suitability for the job

**Educational Qualification:**

- Postgraduate Degree in Business Management/Marketing/Retail Management or Art History/Museology/History/Fine Arts/Conservation/Anthropology or related or allied field from any recognized University.

**Work Experience**

- Prior work experience of at least 5 years in programme management including organizing events, exhibitions, marketing, project design, and outreach activities in the arts and culture space either in an individual capacity or as part of a Government or private arts organization
- Strong communication, negotiation, and networking skills.
- Experience of working with artisan clusters, NGOs, or government projects will be an added advantage.
- Proficiency in MS Office, basic proposal writing and event management skills.
- Excellent written and communication skills in English and Hindi
- Ability to work efficiently on fast-paced projects with defined timelines

## **Key Responsibilities**

- Develop and implement business, retail, and marketing strategies for crafts and heritage-based products.
- Establish and strengthen market linkages with retail chains, e-commerce platforms, and cultural outlets.
- Coordinate with artisan clusters, design institutions, and partner agencies to ensure product visibility and reach.
- Manage brand positioning, promotions, and sales channels for crafts under the PPP model.
- Prepare business plans, progress reports, and strategies to enhance artisans' income generation.
- Manage programmes of ABDC (Exhibitions, Workshops, Seminars, Exhibitions, Lectures & Film Screenings etc.)
- Prepare project proposals and budget.
- Liaison with other organizations in the art and culture space and Government agencies to collaborate and host exhibitions
- Liaison with the art, craft and design community
- Prepare publicity materials for ABDC programmes
- Co-ordinate documentation of completed programmes – Written reports and Audio/Video archiving.
- Preparation of quarterly project reports
- Willingness to travel widely for project related work

### **Place of Posting: New Delhi**

#### **Other details:**

- Place of interview : 2<sup>nd</sup> floor, A Wing, IGNCA, Janpath, New Delhi-110001
- Mode of Selection : Walk-In-Interview
- Date of Interview : 20.11.2025
- Time of Interview : 11:00 AM
- Reporting Time : 10:00 AM

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 to be submitted within a month.

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

**Director (Admn.)**  
**IGNCA**

**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 |
|-------|---------------|-----------------|-------------------------|------------|----------------|
|       |               |                 |                         |            |                |
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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/<br>Institution/<br>Office | Post held | From & To | Please indicate:<br>i)Scale of pay<br>ii)Basic Pay<br>iii)Grade pay<br>iv)Consolidated Pay<br>v)Regular/<br>Contractual | Employer's full<br>Name, Address and<br>Contact No. of the<br>Concerned Officer |
|--------|---|-----------|-----------|---|---|
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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)**