

File No. 12/283/2024-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, near Western Court, Janpath Road, New Delhi - 110001

Date: 13.12.2024

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.

The following posts are being advertised for hiring **Graphic Designer** under Sutradhara Division for Special Projects, IGNCA.

1. Post: Graphic Designer

No. of Post:03 (Three)

Duration of work:Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 30 years as on date of interview.

Essential Qualifications and experience:

- Graduation from any recognized university.
- Certificate/Diploma in Graphic Designing would be given preference.
- Minimum 02 years of experience in government organisation.
- Working knowledge in Adobe Creative Cloud apps like Adobe Photoshop, Adobe Illustrator and Adobe InDesign.

Desirable:

- 03 years' experience in Graphic Designing.
- Experience in handling social media content curation.
- Ability to create content for social media platforms.
- Commitment to work beyond conventional working hours.

Roles/Responsibilities:

- Designing of Books, Brochures, Reports, Newsletters, Monthly Magazines etc.
- Producing and editing Images, Banners, Standees, Backdrops and infographics.
- Designing of Letterheads, Name Plates, ID Cards, Visiting Cards, and Stamps etc.
- Staying up to date with digital technology trends.
- To perform other duties as and when required.

Remuneration: Rs. 40,000 to Rs.60,000/- per month totally depends upon experience and qualifications.

Mode of Selection: Walk in Interview

Date of Interview: 18.12.2024

Reporting Time: 10:30AM

Time of Interview: 11:00 AM

Place of Interview: 2nd Floor, IGNCA, Janpath, New Delhi-110001.

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

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

Director (A)
IGNCA

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

APPLICATION FORM

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Application for the position:

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)