

F. No.12/283/2023-SD/AM
Indira Gandhi National Centre for the Arts
(An autonomous Trust under the Ministry of Culture)
Janpath Building, Janpath Road, New Delhi – 110001

Date: 13.12.2024

The Indira Gandhi National Centre for the Arts (IGNCA), is an autonomous institution under the Ministry of Culture, govt. of India is visualised as a centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. 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 Sutradhara Division of IGNCA intends to engage one position of Project Coordinator purely on contractual basis initially for a period of one (01) year for special projects .The eligibility criteria and other terms & conditions of engagement are as under:

1. **Name of the Post: Project Coordinator**

- **No. of Post:** 01 (One)
- **Duration of Work:** Initially for a period of one year, and extendable based on performance and requirement.
- **Remuneration:** Rs. 40,000/- to Rs.60,000/-pm (depends upon experience and qualifications)
- **Age Limit:** Not Exceeding 40 years as on the Date of Interview.
- **Essential Educational Qualification & Experience :** -
 - ✓ Master Degree in Commerce from any recognised institute.
 - ✓ Minimum 10 years of work experience in Programme/events coordination in Government organisation /Autonomous bodies /Institution of National Importance established by Government of India.
- **Desirable qualification:**
 - ✓ Excellent knowledge of Computer application like MS Power Point, MS Word, Excel.
 - ✓ Preference would be given to candidate's perusing PHD, must be proficient with both English and Hindi language.
- **Roles & Responsibilities:**

Project Coordination and special Project Management, Execution of events, programme, exhibition and presentations, highlighting India's Cultural and technological advancements.

 - ✓ Proficient in basic proposal writing, noting, drafting and budgeting.
 - ✓ Coordinate and manage Seminars, Conferences, Book launch, events and exhibitions
 - ✓ Distinguished lecture series, workshops and international conferences.
 - ✓ Governing Boards, Academic Council and Selection Committee meetings.
 - ✓ International Project Management
 - ✓ Efficiently handling and experience in Publication Unit.
 - ✓ To perform other duties as required.

2. Other Details:

- **Mode of Selection-** Walk-in-interview
- **Date of walk-in-interview :** 17.12.2024
- **Place of walk-in-interview:** 2nd Floor, IGNC A, Janpath, New Delhi-110001
- **Time of Interview:** 11:00 AM
- **Reporting time:** 10:00 AM

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

Director (A)
IGNC A

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

APPLICATION FORM

Application for the position:

Recent
Passport size
Photograph

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/ 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 |
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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)