

(Advt. No.3/2024)
F.No.12/77/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA)
(An Autonomous Trust under the Ministry of Culture) Janpath Building, near Western Court,
Janpath Road, New Delhi – 110001

Advertisement for Project Associates and Project Assistants at IGNCA Regional Center Vadodara

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust under the Ministry of Culture, Government of India, aims to be a comprehensive center for the study of all arts, emphasizing their interrelationship and mutual independence within the context of the natural and human environment. The IGNCA adopts a multi-disciplinary and holistic approach in all its endeavors.

The IGNCA Regional Center in Vadodara is seeking qualified individuals for the following positions on Contract basis:

1. Project Associate

- **Number of Posts:** 1
- **Duration:** Initially for one year, extendable based on performance and requirement.
- **Age Limit:** Not more than 35 years as of 31.07.2024
- **Essential Qualification & Experience:**
 - Master's Degree in Humanities - Anthropology/Folklore/Archaeology/Art History/History/ English
- **Desirable :**
 - Minimum 2 years of working and/or research experience in a reputed institution/organization in the respective field.
 - OR Minimum 3 years of working & research experience in content editing with proficiency in English from any reputed institution/organization.
- **Soft Skills:**
 - Proficiency in MS Office, Google Docs, and online mediums of editing.
 - Ability to work in a fast-paced environment.
- **Remuneration:** Rs. 40,000/- per month.

2. Project Assistant

- **Number of Posts:** 1
- **Duration:** Initially for one year, extendable based on performance and requirement.
- **Age Limit:** Not more than 30 years as of 31.07.2024
- **Educational Qualifications and Experience:**
 - Bachelor's Degree in Humanities - Anthropology/Folklore/Sociology/Art History/History/ English.
 - Minimum 1 years of working & research experience in content editing with proficiency in English from any reputed institution/organization.

- **Soft Skills:**
 - Proficiency in MS Office, Google Docs, and online mediums of editing.
 - Ability to work in a fast-paced environment.
 - Designing
- **Remuneration:** Rs. 30,000/- per month.

Other Details:

- **Place of Posting:** IGNC A, Vadodara
- **Mode of Selection:** Walk-in-Interview
- **Date & Time of Interview:** 22nd-July- 2024 @ 11:00 am
- **Place of Interview:**(Walk-in) Raja Ravi Varma Studio, Laxmivilas palace compound, Vadodara, Gujarat
- **Reporting Time:** 10:00 am (Candidates are requested to report at 10:00 am for verification of original certificates, and only eligible candidates will be allowed to appear for the interview.)
- **Selected candidates will be required to join immediately, & Stationed at vadodara.**

Place of Interview: IGNC A Regional Centre Vadodara, Raja Ravi Varma Studio, Laxmivilas palace compound, Vadodara.

Candidates are requested to bring updated resume supported by self-attested copies of testimonials. Candidates are requested to report at 10:00 am for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

- NOTE: 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 the selection of applicants for the interview and/or engagement shall be final.
- **Please carry your Identity Proof.**

**DIRECTOR(Admn.)
IGNCA**

INDIRAGANDHINATIONALCENTREFORTHEARTS
JanpathBuilding,nearWesternCourt,NewDelhi-110001

APPLICATION FORM

Place for
affixing
Passport
sizePhoto

APPLICATION FOR THE POSITION :

1. Name(in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
(Present age as on June 2024)
4. Correspondence Address :
5. Address(permanent) :
6. ContactTelephoneNo./MobileNo. :
7. EmailID

8. Educational Qualification(beginningwithMatriculationonwards)

Qualification	Yearof Pass	University/ Board	%Of Marks	Class/ Division

Note:Originalsofthetestimonials shouldbeproducedatthetimeofverification/ Interview.

9. Whether educational qualifications/professional qualifications required for the post are satisfied.(Ifanyqualificationhasbeentreatedasequivalenttotheoneprescribedinthe 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	Postheld	From&To)Scaleofpay ii)BasicPay iii)Grade pay iv)Present/past payscaleinthe Grade pay	Natureof duties In detail (attach Separate sheets, Ifrequired)

12. AdditionalInformation,ifany,whichyouwouldliketomentioninsupportofyour suitability for the post. This among other things may provide information with regard to

- i. Additional academic qualification
- ii. Professiontraining
- iii. Workexperienceoverandaboveprescribedinthevacancycircular/advertisement
(Note: enclose a separate sheet, if space is insufficient)

13. 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)

14. Service to which belongs :

15. 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)