

File No. 12/341/2025-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ART
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Janpath Building, Janpath, New Delhi-110001

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New Delhi -110001
Dated: 16.01.2026

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 Coordinator for Special Project Cell, 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 COORDINATOR

No. of Post: 01 (One)

Duration of work – Initially for a period of Six (06) months and extendable based on performance and requirement

Age Limit: Not more than 40years as on Date of Interview.

Remuneration: Rs.60,000/- per month and negotiable depending upon experience and suitability for the job

Essential 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 3+ 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.
- 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
- 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

OTHER DETAILS

Place of Posting: IGNC, New Delhi

Mode of Selection: Selection will be strictly based on scrutinized applications. The shortlisted candidates will be further called for a personal interview. No TA will be provided for the same.

- **Date for submission of applications:** Within 21 days from the publishing of Advertisement on website.
- **Place of Interview:** IGNC, New Delhi

Candidates are required to fill in the prescribed application form given below, supported by the following documents:

- Self-attested passport-size photograph
- Curriculum Vitae / Biodata
- Self-attested copies of testimonials

The completed application, along with the above documents, must be sent to the address given below **Within 21 days from the date of advertisement(by 5:00 PM)**. Applications received after the specified time will not be considered. Original testimonials and proof of address must be produced at the time of the interview for verification. The envelope containing the application form and supporting documents should be super scribed with: **"APPLICATION FOR THE POST OF _____"** and addressed to:

**The Deputy Secretary (Admin)
Indira Gandhi National Centre for the Arts (IGNCA)
Janpath Building, Near Western Court, Janpath,
New Delhi – 110001**

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

**Deputy Secretary (A)
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:

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)