

(F.No. 4/1//2019-SD/AM (ADV.: No.7/2019))

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

(An Autonomous Trust under Ministry of Culture, Govt. of India)

11 Mansingh Road, New Delhi-110 001.

Advertisement for filling up the position of Controller (Media Centre)

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the administrative control of Ministry of Culture, invites applications in the prescribed format for filling up the position of Controller (MC) in IGNCA, New Delhi. The appointment will be on Deputation/Contract basis in Pay Matrix Level – 12 Rs.78800-209200/-.

Eligibility Criteria:

Educational and Other qualifications/Experience:

For Deputation/Contract

- i) Persons (i) holding analogous posts or
- ii) having 5 (five) years' service in the Grade Pay of Rs.6600/- in Government/Public Sector Undertakings/Universities/Academic and Research Institutions/Autonomous Organizations and having:
 - (i) Master's Degree in Arts, Humanities or Languages
 - (ii) Knowledge & experience of archival science/production/documentation
 - (iii) 5 (five) years experience of research and filed documentation through audio/visual media in any field of the Arts
 - (iv) Age limit - Not exceeding 55 years

Closing Date:

Applications in the prescribed proforma alongwith prescribed Annexure-I should **be sent by 20 March 2019** to the Director (Admn.), Indira Gandhi National Centre for the Arts, CV Mess Building, Janpath, New Delhi 110 001. Only eligible candidates will be allowed to appear for the interview.

The IGNCA reserves the right to reject any or all applications without assigning any reason. The decision of the 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

Application form for the post of Controller (Media Centre)

Please affix the
self attested
photo

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Age as on :
5. Nationality :
6. Address for correspondence with :

Ph Nos. Office/Res./Mobile/E mail

7. Address (Permanent) :

8. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

11. 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) Professional training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement

(Note: enclose a separate sheet, if space is insufficient)

12. Service to which you belong :

13. Additional details about the present employment. Please state whether working under:

- (a) Government
- (b) Autonomous organization
- (c) Public Sector undertaking
- (d) Academic and Research Institutions
- (e) Universities

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)

Date:

Place:

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the Particulars furnished by Shri/Ms _____ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular. Also certified that there is no Vigilance case pending/contemplated against him/her.

- ii) The attested copies of ACR/APAR Dossier of the applicant for the last 5 years are enclosed.
- iii) The cadre controlling authority of the applicant has given its clearance for his/her applying for the above post.

Signature

Name & Designation

(Office Seal)