

File No. 12/265/2024-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
JANPATH BUILDING, JANPATH, NEW DELHI-110001

Date: 16.07.2024

The Indira Gandhi National Centre for the Arts (IGNCA) is an autonomous Trust under the Ministry of Culture, Government of India. It is visualized as a centre, encompassing the study of all arts especially in their dimension of inter-relationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. Fundamental approach of the centre in all its work is multi-disciplinary and holistic.

IGNCA invites applications to fill up posts on contract basis as per the details given below through walk-in-interview:-

- 1. Name of the Post : Senior Consultant**
 - ✓ **Number of Post :** Two (02)
 - ✓ **Duration :** Initially for one year which may be extended as per performance and requirement
 - ✓ **Age Limit :** Not exceeding 62 years as on 31.03.2024
 - ✓ **Remuneration :** As per Government Rules
 - ✓ **Essential Qualification :** Graduate in Commerce
- a. Work Experience**
 - ✓ Retired Sr. Accounts Officer with minimum five years of experience/Accounts Officer.
 - ✓ Minimum eight years of experience of audit and Accounts/Budgeting/Financial matters in Govt./PSU/Autonomous Organisation is essential.
 - ✓ Computer proficiency is an essential Condition.
- b. Work Proficiency :** Administration/Accounts/Finance/Procurement.
- c. Other Details**
 - ✓ **Place of Posting :** IGNCA, New Delhi
 - ✓ **Mode of Selection :** Walk-in-interview
 - ✓ **Date of Interview :** 22.07.2024
 - ✓ **Time :** 11.00 AM
 - ✓ **Reporting Time :** 10.00 AM

- 2. Name of the Post : Accounts Assistant**
- ✓ **Number of Post** : Three (03)
 - ✓ **Duration** : One year (extendable)
 - ✓ **Age Limit** : Not exceeding 35 years as on 31.03.2024
 - ✓ **Remuneration** : Rs.30,000/- p.m.
 - ✓ **Essential Qualification** : A Bachelor's Degree in Commerce with 50%marks/CA Intermediate.
 - ✓ **Work Experience** : Minimum one year in any Government/PSUs/Autonomous Organisation/others
- a. Work Proficiency** : Knowledge of Computer with proficiency in Tally, Accounts, Financial and Taxation matters.
- b. Work Profile :**
- ✓ Preparation of Accounts on Tally Software ;
 - ✓ Monitoring of third party bills, contractors' bills ;
 - ✓ Accounting and Budgeting for programs/seminars of the Centre ;
 - ✓ Assist in handling RTI matters related to Department of Finance & Accounts of the Centre ;
 - ✓ Scrutiny, verification & payments to contractors related to projects of the Centre;
 - ✓ Assist in preparation of all statements and accounts of CPF and NPS for employees of IGNCAs ;
 - ✓ Assist in preparation of all statements, returns, challans, etc. of TDS & GST ;
 - ✓ Preparation of Expenditure Control Register;
 - ✓ Preparation of Bank Re-conciliation Statement ;
 - ✓ Preparation of Fund Flow Statement ;
 - ✓ Any other assignment given by Financial Advisor & Chief Accounts Officer.
- c. Other Details**
- ✓ **Place of Posting** : **IGNCA, New Delhi**
 - ✓ **Mode of Selection** : **Walk-in-interview**
 - ✓ **Date of Interview** : **22.07.2024**
 - ✓ **Time** : **11.00 AM**
 - ✓ **Reporting Time** : **10.00 AM**

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials and report one hour before the above schedule time. Walk-in-interview will be held on at 11.30 am in 2nd Floor, C-wing, IGNCAs (Candidates are requested to report latest by 10.00 am) and bring original certificates for verification 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 IGNCAs reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNCAs regarding selection of application for interview and or engagement shall be final and binding.

Director (Admn.)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position of

Recent Passport
size Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :

4. Address for correspondence with :
Ph Nos.
Office/Res./Mobile e-
mail ID.

5. Address (Permanent) :

6. Aadhar No. :
7. PAN Card No. :
8. Educational Qualifications (beginning with Matriculation, onwards) :

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

9. 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):

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	Post held	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

12. 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)

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)