

File No. 12/266/2024-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi - 110001

Date: 17.03.2025

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government 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 Cultural Archives and Conservation division intends to engage two (02) positions of Project Assistant purely on contractual basis for a period of one year for the special project of documentation & digital archiving of the collections in the Archives.

The job specifications, eligibility and other terms & conditions are given as under:-

1. Name of the Post: Project Assistant

- a) **No. of Post:** Two (02)
- b) **Duration of contract:** Initially for a period of one year and extendable based on performance of the candidate and requirement of the project.
- c) **Age Limit:** Not more than 30 years as on date of walk in interview.
- d) **Remuneration:** Rs. 30,000/- per month consolidated.

2. Essential Qualifications:

a) Educational Qualification

- Masters Degree in Art History / Museology / Archaeology from any recognized University or allied field from any recognized University.

Or

- Post Graduate Diploma in Applied Museology along with Graduation in History, Archaeology, Fine Arts, Architecture or allied subject from any recognized University.

b) Work Experience

- Minimum one year work experience in documentation of collection of art objects in stone, metal and wood etc. in Gallery/museum/archive of National or Regional importance under the control of Central Govt. or State Govt. or Union Territories.

3. Desirable Qualification

- Proficiency in MS Office and Photoshop.
- Good written and oral communication skills in English and Hindi.
- Experience in creating metadata for the collection.

4. Other Details:

- **Mode of Selection:** Walk in Interview
- **Date of Interview:** 02.04.2025
- **Reporting Time:** 10:00 A.M
- **Place of Interview:** 1st Floor, B-Wing, IGNCA, Janpath, New Delhi-110001.

Candidates are requested to bring the filled application form given below along with updated resume and self attested copies of all testimonials (Academic Marksheet (10th onwards) /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 IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applications for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

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

APPLICATION FORM

Application for the position : **Project Assistant**

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Passport size
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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, Email Id 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)