

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
(An Autonomous Trust under the Ministry of Culture, Government of India)  
Janpath Building, Janpath, New Delhi-110001.

The IGNC for the Arts (IGNCA) an Autonomous Trust under Ministry of Culture, Govt. of India intends to engage one Office Assistant on contract basis in IGNC. The eligibility criteria are as under:

The eligibility requirements and other terms and conditions of engagement are as under:-

I. **Name of Position:** Office Assistant – 01 (one)

(i) **Essential Qualification**

- Bachelor's degree from any recognized University/Institute
- Diploma in MS Office

(ii) **Desirable:**

- Knowledge of noting, drafting, Correspondence and filing system in Govt Office.
- Knowledge of Accounting System

(iii) **Age limit:** Below the age of 35 years

(iv) **Remuneration:** Rs.30,000/-per month.

(v) **Period :** For a period of one year.

(vi) **Mode of Selection** : Walk in Interview.

**Other Details:**

**Date of Interview:** 01.08.2023 at 10:30 am

**Place of Interview:** IGNC, 2<sup>nd</sup> floor, A- wing, Conference Hall, Janpath Building, Janpath, New Delhi.

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.

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 applicants for interview and/ or engagement shall be final and binding.

Director (A)  
IGNCA



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)