

F. NO. 12/368/2026-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi – 110 001
(An Autonomous Trust under Ministry of Culture, Government of India)

Dated: 17.09.2026

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 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 Ministry of Culture, Government of India has approved the Brihattar Bharat Scheme (2026-31), a five-year scheme being administered by IGNCA for the study and documentation of the shared cultural heritage and civilizational linkages between Bharat and partner countries of Asia and beyond. The eligibility criteria and other terms & conditions of engagement are as under:

1. NAME OF THE POST: Assistant (Technical & Administration)

- **No. of Post:** 03 (Three)
- **Duration of Contract:** Initially for a period of One Year and extendable based on performance of the candidate and requirement of the project(s).
- **Age limit:** Preferably below 35 years as on date of interview.
- **Remuneration:** Rs. 30,000/- per month, commensurate with qualification and experience, as approved by the Screening Committee

Essential Qualifications & Experience:

- Bachelor's Degree from a recognized university, with a Diploma/Certificate in Computer Applications.
- Working knowledge of MS Office, data entry and record management
- Knowledge of typesetting (Hindi and English typing with speed 40 – 50 wpm) (Hindi font – krutidev & Devlys 010)
- Basic knowledge of designing & book offset (Adobe Indesign & Photoshop).

Desirable Experience:

- Prior experience of administrative/secretarial support in a Government or academic office.

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2. **MODE OF SELECTION: Walk – in – Interview**

- **Date of Interview & Time:** 24th September, 2026, 11:00 AM
- **Reporting Time:** 10:00AM
- **Place of Interview:** Room No. 206, 2nd Floor, A-wing, IGNCA, New Delhi-110001

Candidates are requested to mandatorily bring the filled-in application form given below along with updated resume and self attested copies of all testimonials (Academic Marksheet/Experience Certificate). Original and Copy of Identity Proof (Aadhar Card/Pan Card/Voter-ID/Driving License). 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/organization/institution where the candidate has either worked or studied and such reference letters should have been within a month.

The IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the Competent Authority of IGNCA regarding selection of applications for interview and/or engagement shall be final and binding.

**Deputy Secretary
Administration
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)