

File No: 4/2/2019-SD/AM (Adv. 24/2019)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU
(Ministry of Culture, Government of India)
Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Regional Centre at Bengaluru 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 Indira Gandhi National Centre for the Arts (IGNCA), Regional Centre, Bengaluru intends to engage 02 (Two) **Assistant** for its Administration and Accounts Section at Bengaluru. The engagement will be purely on contract basis for a period of One year, which may be extended as per requirement and satisfactory performance.

Assistant:

Name of Position	:	Assistant
Number of Position	:	02 (Two)
Remuneration	:	Rs. 20,000/- per month
Age limit	:	Not exceeding 35 years as on 31.10.2019

Work Profile:

1. Providing required assistance in Administrative and Accounts matters and upkeep of related records.
2. Assisting Regional Director and AFA & AO in day to day activities.
3. Any other duties as per the instruction of the higher-ups as and when required.

Educational Qualification:

1. Bachelor's degree from a recognized University
2. Diploma or certificate in Computer Application / Desktop Publishing from a recognized institution of repute.(Preferably from a Government or Autonomous organization)
3. Well versed in Accounting software (Tally) and MS office.

Preference: Preference will be given for candidates having Bachelor's Degree in Commerce from a recognized university

Experience:

Minimum 03 (Three) years experience in the office administration, accounts management and project management.

Tenure:

Initially for period of one year.

Mode of Selection: Screening of eligibility followed by Walk-in Interview.

Other Terms &Conditions :

1. Engagement shall neither be construed as a regular appointment nor shall it be entitled to claim regular appointment in the IGNCA at any circumstances.
2. Engagement shall automatically come to end at the expiry of the period of engagement unless specifically extended further.
3. Performance of the candidate will be reviewed by the Regional Director from time to time.
4. No fringe benefits like medical, CPF and LTC etc. will be admissible during the period of engagement.
5. He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. The other kind of leave shall not be admissible under any circumstances.
6. Engagement will be on full time basis. He/she shall be required to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work. He/she will mark their attendance mandatorily failing which may result in deduction of remuneration.
7. He/she will be eligible for travel within country for IGNCA's work and entitled for claim of TA/DA as per IGNCA rules.
8. He/she will have to give an undertaking that he/she has not been engaged with any other institution. He/she will faithfully serve the IGNCA during the period of contract of service and shall devote himself/herself honestly and diligently.
9. If his/her conduct considered 'not suitable' at any stage, his/her contract shall be terminated by giving one month notice. In case for any reason, he/she wish to leave the assignment prematurely, he/she will have to give one month's notice to IGNCA.

Candidates are instructed to fill in the prescribed form given below, supported by self-attested copies of testimonials and submit on the day of Interview. Walk-in-interview will be held on the following date.

The IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases. The IGNCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNCA regarding selection of application for interview and/or engagement shall be final.

Walk-in-Interview will be held on **Thursday, 31.10.2019 | 9:30 a.m. to 1:30 p.m. at IGNCA RC, Bengaluru**. Candidates are requested to report at **8:30 a.m.** for registration and verification purpose. Only eligible candidates will be allowed to appear for interview. (Candidates are requested to bring original certificates for verification).

Walk-in Interview Timings:

Date : Thursday, 31.10.2019
Verification of Testimonials : 8:30 a.m. onwards
Walk-in Interview : 9:30 a.m. to 01:30 p.m.

Venue : Indira Gandhi National Centre for the Arts
Regional Centre
Kengunte Circle, Mallathahalli, Jnanabharathi Post
Bengaluru – 560056.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, BENGALURU**

Mallathahalli, Jnanabharathi Post, Bengaluru – 560056.

APPLICATION FORM

Place for
affixing
Passport
size Photo

Application for the position: ASSISTANT

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Telephone No. / Mobile No. /
Email :
7. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University / Board	% of Marks	Class/Di vision

Note: Originals of the testimonials should be produced at the time of verification / interview.

8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
9. Details of employment, in chronological order, enclose a separate sheet duly authenticated by you signature, if the space below is insufficient.

Office / Institution	Post held	Experience (From / To / Total)	Pay / Emoluments drawn	Nature of duties in detail (attach sheets if required)

10. 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) Candidates should enclose a detailed CV.
 - (ii) Additional academic qualification.
 - (iii) Professional training.
 - (iv) Work experience over and above experience in the vacancy circular / advertisement (**Note:** enclose a separate sheet if space is insufficient).
11. Additional details about the present employment. Please state whether working under : (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.

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 applicant)

Date: _____

Place: _____