

**F.No.12/69/2023-SD/AM**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
(An Autonomous Trust under the Ministry of Culture) Janpath Building, near Western Court,  
Janpath Road, New Delhi – 110001

**Dated 18.10.2024**

**Advertisement for PS to Regional Director at IGNCA Regional Centre, Guwahati**

Indira Gandhi National Centre for the Arts (IGNCA) is a premier research organisation under the Ministry of Culture, Government of India. IGNCA is a Centre for socio-cultural dialogue, knowledge and research to promote cultural rejuvenation and convergence of all art forms, which are placed within the context of the natural and human environment of mutual interdependence, social structure and cosmology. IGNCA has nine regional centres that are specialized Centres for specific areas of research including one Centre in Guwahati.

The IGNCA Regional Centre (North East) Guwahati covers the eight states of North East India. The Centre intends to engage on contractual basis the following personnel to work under the overall supervision and guidance of the Regional Director.

The IGNCA Regional Centre Guwahati is seeking qualified individuals for the following position on Contract basis:

**1. Name of Position: PS to Regional Director**

- Number of positions – 01
- Place of posting – Guwahati
- Tenure - Initially for a period of 1 year (renewable based on performance, review and requirement)
- Salary - Consolidated remuneration of Rs. 20,000/- per month
- Age - Not exceeding 40 years as on the date of advertisement.
- Date of Interview: 25/10/2024

**Educational Qualifications**

- Bachelor's degree from a recognized University.
- Diploma or certificate in Computer Application/ Desktop Publishing from a recognized institution (Preferably from a Government or Autonomous organisation). Well-versed in MS Office.

**Desirable Qualification:**

- Diploma or certificate in Graphic Designing/ Desktop Publishing/ Personal Secretary/ Personal Assistant from a recognized institution. Knowledge about the Arts and Culture of the region, good typing skills, stenography skills.

**Experience:**

- Minimum 1 year of relevant working experience in office management/ secretarial work/ private secretary/ personal assistant, as part of a government/ non-government/ private sector organization.
- Good typing skills. Good written and oral communication skills in English, Hindi and a major local language of the North East.

: 2 :

**Place of Interview:** Indira Gandhi National Centre for the Arts, North East Regional Centre, House No. 5 (1st Floor), H.C. Road, Uzan Bazar, Guwahati — 781 001.

**Reporting Time:** 10:00 A.M. (Candidates are requested to report at 09:00 A.M. for verification of original certificates, and only eligible candidates will be allowed to appear for the interview.)

Candidates are requested to bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Mark sheet/Experience Certificates). Candidates are mandatorily required to bring 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.

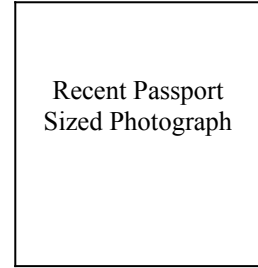
- **Note:** The IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding the selection of applicants for the interview and/or engagement shall be final and binding.

**DIRECTOR (Admn.)**

**IGNCA**

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

**APPLICATION FORM**



**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. Aadhar 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 qualification/ professional qualification 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 (enclosed a separate sheet duly authenticated by your signature, if the space below is insufficient):

S. No	Organization/Institution/Office	Post held	From and 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: Enclosed 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: Enclosed 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 my Curriculum Vitae for the selection to the said post. In case of any discrepancy, I will be held solely responsible.

**(Signature of the Candidate)**