

F.No. 12/112/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Janpath Road, New Delhi - 110 001
(An Autonomous Trust under the Ministry of Culture, Government of India)

Dated: 18.12.2024

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 independence. 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 Sutradhara Division/Unit of IGNCA intends to engage the position of Transit Home Attendant purely on contractual basis initially for a period of one year. The eligibility criteria and other terms & conditions of engagement are as under:

1. Name of the post: Transit Home Attendant

- Number of position: One (1)
- Duration: Initially for a period of One Year, extended based on the performance and requirement.
- Age: Not more than 40 years as on date of interview.
- Remuneration: Rs. 20,000/- per month

2. Educational Qualification & Experience:

- Higher Secondary Examination from recognized board/ university
- Minimum Percentage of marks 55%
- Minimum 2 years' experience in reputed Private Organization or any Govt. organization
- Nature of work:
 - a) Physical maintenance of records of section.
 - b) Carrying of files & other papers with in the building.
 - c) Photocopying & delivering of dak (inside & outside the building)
 - d) Cleaning of rooms and dusting of furniture etc.,
 - e) Driving of vehicles, if in possession of valid driving license.

3. Place of Posting :- New Delhi

4. Other details:

- Place of Interview: 2nd floor, Room No. 208, A Wing, IGNCA, Janpath ,New Delhi-110001
- Mode of Selection: Walk-In Interview
- Date of Interview: 20/12/2024
- Reporting Time: 10:30 AM

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). Original and copy of Identity Proof (Aadhar Card / Pan Card / Voter-ID / Driving License) is mandatory to bring. Candidates are requested to report on time for verification for 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 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 (Admn.)
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 |
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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 |
|--------|---|-----------|-----------|---|---|
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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)

