

File No: 3/56/2018-SD/AM (Adv. 46/2018)
Indira Gandhi National Centre for the Arts,
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
No. 11, Man Singh Road, New Delhi-110001

Dated: 20.11.2018

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one '**Project Associate**' and three '**Project Assistant**' in the Kala Nilayam Unit (Guest House) of IGNCA on contractual basis. The eligibility criteria are as under:-

1. PROJECT ASSOCIATE:

- | | | |
|-------|---------------------|---|
| (i) | Number of Position: | One |
| (ii) | Remuneration: | Rs. 40,000/- per month |
| (iii) | Age limit: | Not exceeding 40 years as on 26.11.2018 |
| (iv) | Tenure: | Initially for a period of one year, extendable on the basis of performance & requirement. |

Work Profile:

Project Associate will work in hospitality services of IGNCA to work under the Advisor (HCFF) in handling the operation of the Kala Nilayam includes Room service, HR and Guest relations.

Educational Qualification and Experience:

Master's degree in hospitality or IHM from a recognised university with fluency in English speaking and writing preferably well versed with MS Word, Ms Excel and MS PowerPoint etc. Candidates with over five years of exposure in hospitality in three star hotels will be given preference.

2. PROJECT ASSISTANT:

- | | | |
|-------|---------------------|---|
| (i) | Number of Position: | Three |
| (ii) | Remuneration: | Rs. 30,000/- per month |
| (iii) | Age limit: | Not exceeding 40 years as on 26.11.2018. |
| (v) | Tenure: | Initially for a period of one year, extendable on the basis of performance & requirement. |

Work Profile :

1. Project Assistant will work in hospitality services of IGNCA to work under the Advisor (HCFF) in handling the operation of the Kala Nilayam includes Logistics, Vendor Support, Marketing and Maintenance, booking, accounts and finance with tally and binding, content writing and drafting.

Educational Qualification and Experience:

1. Degree in Marketing, especially vendor handling and maintenance with three years of experience in Hospitality or Event Management.

OR

2. Master Degree in Finance and Marketing, knowledge of tally, well versed with MS Word, Ms Excel and MS PowerPoint etc. and three year of experience in Hospitality Business.

OR

3. Master's degree in PR, Journalism or MBA from a recognised university with fluency in English speaking and writing well versed with MS Word, Ms Excel and MS PowerPoint etc. Candidates with over three years of exposure in Hospitality and Business/ Project Development will be given preference.

Travel: Will be eligible for TA/DA as per IGNCA Rules.

Leave: 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 the next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection: Through Walk-in Interview.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in Interview will be held on 26.11.2018 at 11:00 am in IGNCA's Kala Nilayam Unit (Guest House), No. 11 Man Singh Road, New Delhi – 110001 (Gate No.6). (Nearest Metro Station, Central Secretariat, Gate No.4). Candidates are requested to report at 10:00 am with original certificates for verification and only eligible candidate will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure. IGNCA reserves the right to relax any other the candidates in the case of exceptionally deserving cases.

IGNCA reserves the right to relax any of the conditions in the case of exceptionally deserving cases. The IGNCA reserves the right to 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 binding.

Director (Admn)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

APPLICATION FOR THE POST OF _____

Affix recent
Passport size
photo

1.	Name (in Capital letters as it appears in the Matriculation Certificate)	
2.	Present Address with Pin Code	
3.	Permanent Address	
4.	Telephone no./Mobile no./ Email/Fax no.,	
5.	Nationality	
6.	Date of Birth	
7.	Age as on 26.11.2018	
8.	Sex (Male/Female)	
9.	Marital status	
10.	Category (SC/ST/PH/General)	
11.	Educational Qualification (Attach an extra sheet if required)	
12.	a) Languages known 1. Read 2. Write 3. Both	1. 2. 3.
13.	Professional training attended, if any, (along with the subject matter and duration)	
14.	Previous experience (attach an extra sheet, if required)	
15.	Two References	1. 2.

Dated: ___/___/2018

(Signature of the Applicant)