

File: 1/7/2017-SD/AM (Adv. No.37/2018)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
11, Mansingh Road, New Delhi- 110 001

Dated: 20.09.2018

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage one Consultant for Establishment Section on contract basis. The eligibility requirements are as under:-

ELIGIBILITY:

- (i) Persons retired from the post of Section Officer and above are eligible for the position of Consultant.
- (ii) Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.
- (iii) Should have expertise in noting/drafting, budget/accounts, office procedure etc.

AGE LIMIT:

- (i) Should not be more than 62 years of age on the last date for receipt of application.
- (ii) The upper age limit of engagement shall be 65 years.

ESSENTIAL QUALIFICATION

Degree from a Recognised University.

EXPERIENCE

Retired Section Officer or above from Central Government/ Central Autonomous bodies with minimum ten years of experience in matters relating to Establishment.

REMUNERATION:

Rs.30,000/- per month.

PERIOD

Initially for a period of one year which may be extended as per requirement.

SCOPE OF WORK/JOB RESPONSIBILITY:

- (i) Complete Establishment work including maintenance of personal file, service book, leave, increment, promotion, financial up-gradation under MACP, pay fixation, LTC, leave encashment, Reservation Roster (SC/ST/OBC+PH), engagement of contractual staff under various project, pensioner & retirement benefit, statistical information etc.
- (ii) All work of IGNCA's Regional Centres, RTI matters, Vigilance cases.
- (iii) Any other work assigned from time to time.

LEAVE:

- (i) The Consultant shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year.

WORKING HOURS:

- (i) The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- (ii) He/she will mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

DRAWAL OF PENSION:

- (i) The retired Govt. servant engaged as Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- (ii) The engagement as Consultant shall not be considered as a case of re-employment.

TERMINATION OF CONTRACT

IGNCA may terminate the contract to which these terms apply if:-

- (i) The Consultant is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the IGNCA.
- (III) The Consultants is found lacking in honesty and integrity.
- (iv) The Competent authority of IGNCA may also terminate the contract at any time without giving any notice and also without assigning any reason.

Candidates are request to fill in the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 28.09.2018 at 11.00 a.m. in the Lecture Hall, Ground Floor, No. 11 Man Singh Road, New Delhi 110 001 (Nearest Metro Station, Central Secretariat, Gate No.2). Candidates are requested to report at 10.00 a.m. for verification of original certificates. Only eligible candidates will be allowed to appear for the interview.

The IGNCA reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

Director (Admn)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of Consultant for (Establishment)

Recent Passport size Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
(present age (as on 28.09.2018)) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
e-mail ID.

5. Address (Permanent) :

6. Date of retirement under Central/State :
Government Rules*
(*for candidates working under Govt. Sector)

7. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

8. 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):

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

10. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution	Post held	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)

11. 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)

12. 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)

13. Service to which belongs :

14. Nature of present employment if any. :

15. Additional details about present employment. Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government undertaking
- (e) Universities

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 Candidate)

Date: