

File No: 4/15/2018-SD/AM (Adv. No.08/2019)
Indira Gandhi National Centre for the Arts
(An Autonomous Trust under Ministry of Culture, Govt. of India)
Regional Centre, Thrissur
Naduvil madham, Thekkemadham Road,
Pazhayanadakkavu, Kerala - 680001

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position of Private Secretary (P.S.), one position of Account Officer and one position of Assistant for its Regional Centre, Thrissur purely on contractual basis. The job specifications, eligibility and other terms & conditions are given as under;

A. Private Secretary : One

- **Job Specifications** : Maintain the office of Regional Director, arrange meetings in Regional Director's office, liaison with Head Quarter, other offices, visitors to RD's office and any other work assigned by the Regional Director from time to time.
- **Qualifications** : Bachelor's degree from a recognized university. Proficiency in MS Office and Good communication skill in English.
- **Remuneration** : Consolidated Rs.20,000/- per month
- **Tenure** : Initially for a period for one year which may be extended as per requirement & performance.
- **Age** : Not exceeding 30 years on the date of interview.
- **Experience** : Three years of experience in the relevant field.
- **Desirable** : Conversant in Hindi; knowledge of English shorthand; working/association with cultural organizations.
- **Mode of Selection** : Through Walk - in -Interview.

B. Accounts Officer: One

- **Job Specifications** : Account Officer will provide assistance to the Regional Director in matters of accounts and finance including audit/accounts/budgeting etc., upkeep of relevant records and any other work assigned by the Regional Director from time to time.
- **Qualifications:**
 - Bachelor's degree in Commerce from a recognized University.
 - Well versed in Accounting software and MS office.
- **Remuneration** : Consolidated Rs.25,000/- per month
- **Tenure** : One Year
- **Age:** Not exceeding 30 years (Officials retired with a GP of Rs. 4800/- (pre revised) from the accounts department of Central Govt./State Govt./Autonomous bodies up to 62 years also will be considered).

- **Experience** : Three years' experience in Accounts in a reputed organisation.
- **Mode of Selection** : Through Walk - in –Interview.

C. Assistant: One

- **Job Specifications** : To provide required assistance in administrative matters and upkeep of related records.
- **Qualifications:**
 - Bachelor's degree from a recognized University.
 - Proficiency in MS Office.
 - Well versed in drafting official communications in English.
- **Experience** : 03 years of experience in the relevant field.
- **Remuneration** : Consolidated Rs.20,000/- per month
- **Tenure** : One Year
- **Age** : Maximum 45 years.
- **Mode of Selection** : Through 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 IGNSA under 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 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 is found 'not suitable' at any stage, his/her contract shall be terminated by giving one month notice. In case for any reason, he/she wishes to leave the assignment prematurely, he/she will have to give one month's notice to IGNCA.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on **13.03.2019, reporting time at 9.00 am** in IGNCA's, Regional Centre, Thrissur , Naduvil madham, Thekkemadham Road, Pazhayanadakkavu, Kerala-680001. Candidates are advised to report one hour before the scheduled time of interview for registration purpose, at sharp, on the date mentioned above with original certificates for verification. Only eligible candidates will be allowed to appear for interview. Medical fitness and authentication of character and antecedents is compulsory for the selected candidates. Candidates will not be entitled for any travel/ conveyance expenses.

The IGNCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNCA regarding selection and/or engagement shall be final.

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Regional Centre, Thrissur

Naduvil madham, Thekkemadham Road,

Pazhayanadakkavu, Kerala – 680001

Application form for the Position of _____

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) & Age :
4. Address for correspondence :

5. Contact telephone number & email ID :

6. Address (Permanent) :

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

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

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 your signature, if the space below is insufficient

Office/ Institution/Organization	Post held	From & To	Nature of duties In detail (attach Separate 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) Additional academic qualification
 - (ii) Professional training
 - (iii) Work experience over and above prescribed in the vacancy circular/advertisement
(Note: enclose a separate sheet, if space is insufficient)

11. Nature of present employment if any :

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: