

File No. 3/25/2022-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ART
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Janpath Building, Janpath, New Delhi-110001

Dated: 22.10.2024

The IGNSA for the Arts (IGNSA) an Autonomous Trust under Ministry of Culture, Govt. of India intends to engage two (02) Consultants on contract basis in IGNSA. The eligibility criteria are as under:-

I. CONSULTANT: 02 (Two)

- (i) **Essential Qualification:** Graduation in any stream
- (ii) **Experience:**
Persons retired from the post of Under Secretary (Pay Matrix level-11) / Section Officer (Pay matrix level 10) from Ministries /Departments of Central Govt. with minimum five years of experience of drafting/noting/budget/Accounts, Office Procedure etc. Should have good communications and interpersonal skills, knowledge of computer applications such as MS word, MS Excel and Power Point, etc.
- (iii) **Work Profile :**
Matters relating to Establishment, Administration, Finance, Accounts, Procurement, Expenditure Statement, Office Procedure.
- (iv) **Maximum Age Limit:** Not exceeding 62 years as on the closing date of this circular.
- (v) **Remuneration:** Rs. 40,000/-per month (Consolidated)
- (vi) **Duration of Work:** Initially for one year which may be extended as per performance and requirement.
- (vii) **Selection Procedure:** Walk-In Interview. Selection of suitable candidates for their engagement on contract basis shall be done on the basis of Interview /Interaction with the candidate and their available service details.
- (viii) **Date of Interview: 29.10.2024 at 10:30 AM**
- (ix) **Place of Interview:** IGNSA, 3rd floor, A wing, Room no. 314, Janpath Building, Janpath, New Delhi.

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 (Aadhaar Card/ Pan Card/ Voter-ID/ Driving License) is mandatory to bring. Candidates are requested to report on time for verification of 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 IGCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGCA regarding selection of applicants for interview and / or engagement shall be final and binding.

Director (Admin)

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

APPLICATION FORM

Application for the position:

Recent
Passport size
Photograph

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

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

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)