

(F.No.4/7/2013-SD/AM Advt. No. 13/2017)  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
(An Autonomous Trust under the Ministry of Culture, Government of India)  
Central Vista Mess, Janpath, New Delhi-110001.

Dated: 22.11.2017

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage one position each of Consultant (Chief Engineer), Junior Engineer (Civil) and Junior Engineer (Electrical) on purely temporary contractual basis. The eligibility requirements and other terms and conditions of engagement are as under:-

1. **CONSULTANT (CHIEF ENGINEER)** - One Position.

**ELIGIBILITY:**

Person retired from CPWD/CWD/MES/NDMC/State Govt./Autonomous Bodies as Chief Engineer/Senior Engineer.

**Qualification & Experience**

Graduate in Civil Engineering with at least 20 years experience in civil organizations.

**Role & Responsibilities**

He shall be over all In-charge of projects (capital works) and operation and maintenance works of IGNCA. While the projects are being planned and executed by CPWD the officer will serve as Engineer representative of IGNCA and ensure efficient and timely execution of the projects. He/she shall ensure effective coordination between IGNCA and CPWD. Operation and maintenance works of IGNCA shall be planned and executed by the officer through contract.

The Consultant (Chief Engineer) will advise and direct, procedures and practices to be followed for transparency in tendering and award of works. He/she shall also ensure proper checking of works being carried out by contractors and prompt payment of works carried out. He/she will formulate procedure to be followed for carrying out emergent and normal works within the frame work of existing and regulations of Government of India.

Remuneration -	Rs.80,000/- per month
Period -	One year.
Age -	Not exceeding 62 years on the date of Publication of the advertisement in the Employment news.
Mode of Selection-	Through interview.

2. **JUNIOR ENGINEER (CIVIL)** - One Position.

**Qualification & Experience**

Passed three years diploma in Civil Engineering from a Recognised University or State Technical Education Board.

OR

Passed B.E./B.Tech in Civil Engineering from Recognised University.  
(Preference will be given to those who having 2-3 year experiences as Junior Engineer(Civil) in reputed organisation).

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**ROLE & REPOSIBILITIES:**

1. Role of Junior Engineer (Civil) in IGCA is to take action for operation and maintenance of Civil Installations including Water Supply and Sewer disposal installed in IGCA campus. He/she shall check attendance and deployment of contractor labour in IGCA for Civil Maintenance Works.
2. Checking and follow up of complaints regarding faults in plumbing, water supply, carpentry, sanitary works, drainage, sewer building repairs, cement repair works to floors, Walls, Stone Cladding, Doors, Windows, Seepage, Leakage Termite Effects etc. as required.
3. Periodic inspection of buildings to note Brick defects and follow up repair works.
4. Preparing Estimates of repair, maintenance and addition/alteration civil works.
5. Preparing draft N.I.T. and N.I.Q. for civil works.
6. Checking of measurements of works done by contractors and verifications of contractors bills.
7. Checking of civil maintenance work materials available in IGCA Store and preparing list of Maintenance materials required for day-to-day maintenance work and Special Repair Works.
8. Preparation of estimates, CAD Drawings and Tender documents related with all kinds of civil works.
9. Supervision of all site works.
10. Checking of bills according to the measurements, quantity and rates.
11. Knowledge of Maintaining Measurement Book.
12. Any other work as assigned by the (Consultant) Chief Engineer or any other Senior Official of IGCA.

Remuneration	-	Rs.35,000/- per month
Period	-	One year
Age	-	Not exceeding 35 years on The date of publication of the advertisement in the Employment news.
Mode of Selection	-	Through interview.

**3. JUNIOR ENGINEER (ELECTICAL) - One Position**

**Qualification and Experience**

Passed three years diploma in Electrical Engineering from Recognised University OR State Technical Board.

OR

Passed BE/B.Tech in Electrical Engineering from Recognised University.  
(Preference will be given those who having two/three years experience as Junior Engineer (Electricals) in reputed organisation).

**ROLE & RESPONSIBILITIES**

1. Role of Jr. Engineer (Electrical) in IGCA is to undertake action for operation and maintenance of electrical fittings including air conditions systems.
2. He should be responsible for checking the attendance and deployment of staff of contractors who are awarded AMC for various electrical works.
3. Check operation and maintenance service of such as central air-conditions systems, lifts, operation of water pumping through hydro pneumatics system, fire fighting and fire alarm system, package type AC unit standby by DG set for Emergency power supply as well as any other electrical installation in the campus.

4. Processing of the electrical complaints received from various divisions and status of action taken to attend the complains.
5. Check the availability of electrical materials available in IGNCA store for electrical maintenance work and also to prepare estimates of addition, alternation for repairing works.
6. To prepare draft NIT and schedule of quantities of electrical works.
7. To coordinate with electrical division CPWD in respect of maintenance of electrical works.
8. Periodic Testing of Electrical Installation and Wiring etc. for Insulation Resistance Test and Earthling Test and testing of safety of Lifts.
9. Make arrangements for Electrical Installation and Services for various Programmes conducted in IGNCA.
10. Keep a watch on the availability of Diesel Stock for D.G set.
11. Check the works being done by various Contractors.
12. All the duties are to be performed as per the instructions and direction of Consultant (Chief Engineer).

Remuneration	-	Rs.35,000/- per month.
Period	-	One year
Age	-	Not exceeding 35 years on the date of publication of the advertisement in the Employment news.
Mode of Selection		Through interview.

**Other terms and conditions are as under:-**

1. Engagement shall neither be construed as a regular appointment nor shall it entitled to claim regular employment in the IGNCA under any circumstances.
2. Engagement shall automatically come to an end at the expiry of the period of engagement unless specifically and expressly extended further.
3. Director(Admn) will review performance on a monthly basis.
4. No fringe benefits like medical, CPF and LTC etc. will admissible during the period of engagement.
5. He/she shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he shall not draw any remuneration in case of his/her absence beyond 8 days in a year. The un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled for leave encashment.
6. He/she 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. He/she will mark their attendance in AEBAS mandatorily failing which may result in deduction of remuneration.
7. Engagement will ;be on full time basis.
8. Eligible for travel with India in connection with IGNCA's work.
9. Eligible for TA/DA as per IGNCA rules.
10. He/she will give an undertaking that he/she is not engaged with any other project.
11. He/she will during the period of contract of service faithfully serve the IGNCA and shall at all times devote himself/herself honestly and diligently, promoting and improving the aims and objectives of the project and shall do and perform all such services, functions, acts, matters and things at any place in India and abroad, as the Member Secretary of IGNCA shall from time to time direct.
12. Should his/her conduct any stage considered as unbecoming of a contractual personnel of IGNCA, his/her contract shall liable to be terminated after giving due notice of one month. In

case for any unavoidable reasons, he/she wish to leave the assignment prematurely, he/she shall has to give month's notice to IGNCA.

Last date for receipt of applications is 21 days from the date of publication of advertisement in the Employment news. Candidates are requested to apply in the prescribed application form given below, supported with self attested copies of testimonials may be sent to Director(Admn) C.V.Mess, Janpath, New Delhi-110001. 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 assigning any reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

# INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

## Application for the Position of

Recent  
Passport size  
Photograph

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./E-mail/Fax No., if any	
5. Nationality	
6. Date of Birth	
7. Age as on the date of publication of the advertisement in the Employment News.	
8. Sex (Male/Female)	
9. Marital Status	
10. Category (SC/ST/OBC/PH/General)	
11. Additional information if any	

**Educational Qualifications (Descending order):**

SI No.	Class/ Degree	Year of Passing	University/Institution	Division
1.				
2.				
3.				
4.				
5.				

**Professional Qualifications:**

SI No.	Course Name	Year of Passing	Organisation/Institution	Grade/ % Marks
1.				
2.				
3.				
4.				

**Technical Skills:**

Sl. No.	Skills
1.	
2.	
3.	
4.	

**Past Work Experience:**

Sl. No.	Name of Organization worked in	Years of Employment
1.		
2.		
3.		
4.		

Total experience in the relevant\_\_\_\_\_

Dated:

(Signature of the Candidate)

Place:

**Applicants should attach Self Attested photocopies of the following documents:**

1. Birth Certificate
2. Education and Professional Qualification Certificates.
3. Address Proof.
4. Salary Slips / Bank Statement to verify the last 3 months salary in previous Organization.
5. Any other documents in support of Qualifications & Experience.