

File No.1/37/2017-SD/AM (Adv. 17/2017)
Indira Gandhi National Centre for the Arts
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Central Vista Mess, Janpath, New Delhi – 110 001

Indira Gandhi National Centre for the Arts, an autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position Project Associate for archival collection (Cinema) on contract basis for Media Centre, for a period of six months

Brief Description:

Media Centre proposes to fill up one position of Project Associate for cataloguing, preparation of Metadata and writing of a small monograph on recently acquired collection on Indian Cinema and any other work assigned from time to time.

Work Profile:

- (i) Correct identification of collection material especially photographs
- (ii) Cataloguing of the entire collection
- (iii) Preparation of Metadata
- (iv) Suggestions for conservation of the entire collection
- (v) A small monographs out of the collection

Educational Qualification:

Essential Qualifications:

- (i) Post Graduate preferably in History
- (ii) Having atleast 10 years of experience in writing of Indian Cinema with evidence of published work.
- (iii) Exposure of archiving the films related material
- (iv) Experience in audio-visual productions

Age Limit:

Not exceeding 60 years as on date of walk-in-interview

Time Period:

Six months

Monthly emoluments: Rs.40,000/-

Leave: 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. No other kind of leave shall be admissible under any circumstances.

Mode of Selection: Screening of eligibility followed by walk-in-interview.

Place of Posting: Initially in New Delhi

Candidates are required to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-interview will be held on 29.12.2017 at 11.00 a.m. in the Conference Hall in C.V. Mess Building, Janpath, New Delhi-110001. Candidates are requested to report at 10.00 a.m. for verification of certificates and only eligible candidates will be allowed to appear for interview. Candidates will not be eligible for any travel/conveyance expenditure.

The IGSCA reserves the right to reject any or all applications without assigning any reason. The decision of the IGSCA regarding selection of applicants for interview and/or engagement shall be final and binding.

7. Whether education qualification/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):

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	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

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) Profession training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement

(Note: enclose a separate sheet, if space is insufficient)

11. 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)

12. Service to which belong :

13. Nature of present employment, if any:

14. Additional details about present employment:

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)

Dated: