

**F.No.3/66/2017-SD/AM**

**Indira Gandhi National Centre for the Arts**

Indira Gandhi National Centre for the Arts, an Autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one position of Advisor (Hospitality, Communication and Fairs/Festivals) for Guest House on contract basis.

For strengthening the regular activities of IGNC Guest House there is a need of support of Internal/External Communication and Public Relations with Ministries, Institutions, Artists, Eminent Scholars and Public Sector Organizations. In this connection, IGNC has required to take up the following action:

- i) Build up strong national and international visibility of IGNC by approaching the reputed organizations and associate them with IGNC programmes (such as CSR activities, Fair/Festivals, events, etc.);
- ii) Reshape its members and guests by reaching out the nationally and internationally cultural community and also need a Hospitality Expert to look into this area.

In this connection, to achieve the said goals, a senior level Advisor (Communications, Fair/Festivals and Hospitality) has to be engaged who has vast experience in the field and can independently synchronize the IGNC activities.

It is to inform that IGNC has been organizing various programmes/activities in different fields of Art, Culture and Traditional heritage like Exhibitions, Seminars, Workshops and Conference as part of regular activities. The Advisor's responsibility is to synchronize and synergies the IGNC Brand promotion through Communication, Public Relation and Corporate Social Responsibility coordination.

The eligibility requirements and other terms and conditions for engaging the Advisor are as under:

1. **Eligibility:**

25 years of experience in Ministry, Institutions, Government and Private Sectors with international exposure.

2. **Educational Qualifications:**

- i) Master's Degree from a recognized University
- ii) Professional Course in any of the above fields

3. **Age Limit:**

The upper age limit of engagement shall be 70 years and can be relaxed in exceptionally experienced and job requirement.

**4. Remuneration:**

- i) The monthly consolidated remuneration of Rs. 50,000/- + Rs. 15,000 as conveyance charges (who is **drawing pension**)
- ii) The monthly consolidated remuneration of Rs. 70,000/- + Rs. 25,000 as conveyance charges (who is not **drawing any pension**)
- iii) Negotiable to attract Private and Public Section Professionals
- iv) Eligible for TA/DA as per IGNC A Rules with regard to the official travel within India/abroad

**5. Period:**

- i) Initially for one year, extendable upto three years as per requirement/working performance.

**6. Leadership Quality:**

- i) Mature, confident and established leadership qualities
- ii) High level contacts Social and Professional nationally/internationally and to present the IGNC A's views effectively before highest level
- iii) Ability to take best of the Professional Team

**7. Leave**

He/she will be entitled for 8 leave in on year. 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.

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

9. 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 26.12.2017 at 11.00 a.m. in the Conference Hall in C.V. Mess Building, Janpath, New Delhi-110 001. 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 in this regard.

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

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

**Application form for the position of Advisor (Hospitality, Communication and Fairs/Festivals)**

Recent Passport size Photograph
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1. Name :
2. Father's Name :
3. Date of Birth (in Christian era) :  
( Age as on 30.11.2017)
4. Address for correspondence with :  
Ph Nos. Office/Res./Mobile & e-mail ID.
5. Address (Correspondence ) :

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

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

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

Contd.....

8. 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)

9. 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)

10. 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: