INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, VARANASI
(Ministry of Culture, Government of India)
Parshvanath Vidyapeeth Campus
I.T.I. Road, Karaundi, Varanasi - 221005, (U.P.) India

Date:-23.11.2026

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Regional Centre at Varanasi (RCV) is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the centre in all its work is multi-disciplinary and holistic. The RCV is a nodal centre for research, archival, and documentation in arts. The Centre has initiated several traditional Shastric research projects and academic activities focusing on the cultural heritage of India. Under the RC Varanasi along with major works of the Kalatattvakosa Series, editing and translation of various texts of Kalamulasastra Granthamala; The collection and translation of the basic material for the Kalatattvakosa from various scriptures, manuscripts written in Sanskrit, Pali, and Prakrit language along with its presentation and additionally to convene diverse exhibitions, workshops and seminars in the specified time period are also accommodated in the agenda of the RCV.

The IGNCA Regional Centre, Varanasi intends to engage one position of **"PROJECT ASSISTANT (ACCOUNTS)"**on Contract basis.

1. <u>NAME OF POST : PROJECT ASSISTANT (ACCOUNTS)</u>

- **Number of Position** **:** (01) One
- **Remuneration** **:** Rs. 30,000/- per month
- **Period** **:** Initially for a period of **one year**, and extendable based on performance and requirement. Selected candidates will be required to join immediately.
- **Age** **:** Not exceeding 40 years as on 01.11.2026 as on the date of advertisement.

  ❖ It can be relaxed for retired personnel having at least 5 years' experience in finance, accounts, budgeting, or auditing in Government, PSU, or Autonomous Organizations.

A. EDUCATIONAL QUALIFICATIONS:

- Graduation in Business Management/ Accounts/ Computer Science/ Commerce/Management Studies/Social Policy/Business Administration/ Social Science or other allied Commerce or Management subjects recognised by the University/Institute.
- Proficiency in Tally, MS Office and Sound knowledge of GOI financial rules and other accounting procedures such as e-office, file-tracking systems etc.

B. DESIRABLE QUALIFICATIONS:

- Preference would be given to a candidate who is having minimum 02 years of experience in Audit/Accounts/Budgeting/Financial Dealings including sound knowledge of taxation.
- Good knowledge of English language both written and oral and the ability to work in a fast-paced environment.
- He/she can efficiently work for organizing all the academic programs, meetings, follow-up and keeping track records.

C. WORK PROFILE:

- To Maintain and update all accounts-related records as per IGNCA's financial norms; prepare budget estimates, expenditure statements and utilisation certificates; handle bills, vouchers, reimbursements and fund management; provide project & programme support; coordinate with vendors and service-providers; and liaise with IGNCA Headquarters.
- The person will be responsible for maintaining the financial dealings along with maintenance of ledger book/bank book/and all account related information in the Regional Centre of Varanasi, IGNCA. The person will be responsible for the effective financial management of the centre.
- Especially Accounting works related RC Varanasi such as Monitoring of third party bills, contractors' bills; Accounting and budgeting for programs/seminars of the Centre; Assist in handling RTI matters related to Department of Finance & Accounts of the Centre; Scrutiny, verification & payments to contractors related to projects of the Centre; Assist in preparation of all statements, returns, etc. of TDS & GST; Preparation of Expenditure Control Register; Preparation of Bank Re conciliation Statement ; Preparation of Fund Flow Statement; Any other assignment given by Financial Advisor & Chief Accounts Officer of IGNCA, New Delhi.

D. Other Details:

- **Place of Interview** **:** Meeting Hall, Indira Gandhi National Centre for the Arts, Regional Centre, Parshwanath Vidyapeeth Campus, I.T.I. Road, Karaundi, Varanasi-221005 (U.P.)
- **Mode of Selection** **:** Walk-in-Interview, written Test, Practical & Technical Test followed by Personal Interview.
- **Date of Interview** **:** 8th December 2026
- **Time** **:** 10.30 AM
- **Reporting Time** **:** 10.00 AM

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 (Aadhar Card/PAN Card/Voter-ID/ Driving Licence) 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 IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applications for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

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

APPLICATION FORM

Recent Passport size Photograph

Application for the position:

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

Note: Originals of the testimonials should be produced at the time of verification / interview.

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)