

**File No: PRGM-III/768/2021-KD**  
**Indira Gandhi National Centre for the Arts, IGNC A. New Delhi**  
(An Autonomous Organisation under the Ministry of Culture)  
Hotel Janpath Building, Janpath, New Delhi-110001

Date: 10 August, 2021

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualised as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNC A 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.

These posts are being advertised by Kaladarsana Division of IGNC A. The objective of this Division is to disseminate art and culture to the public and facilitate a platform for engagement and dialogue. It manifests the academic outcome of IGNC A in multiple forms like exhibitions, musical programmes, workshops and seminars. It provides a window to the outside world through its outreach and publicity related programmes.

Requirements as listed below are to work under Aatmanirbhar Bharat Centre for Design at the Red Fort. Ministry of Culture, Government of India has proposed to set up this Design Centre with the mandate of 'Education, Experience & Economic Value Addition' at Red Fort Premises to highlight and celebrate the Geographically Identified (GI) Products from India as a success story of Atmanirbhar Bharat. The proposed Centre will not only provide a platform for exposure to craftsmen, but will also come up as the only state-of-the-art space in India for design collaborations, product development and marketing.

These are full-time vacancies and selected candidates are expected to work on weekends as well.

**POSITION: PROJECT& BUSINESS DEVELOPMENT MANAGER**

**No. of Post:** 01 (one)

**Duration of work** – Initially for a period of one year, and extendable based on performance and requirement

**Age Limit:** Between 35 and 50 years as on 1.4.2021

**Remuneration:** Rs.1,00,000/- per month, and negotiable depending upon experience and suitability for the job

**Educational Qualification:**

- Master's Degree with 55% marks in Art History/Museology/History/Fine Arts/Conservation/Anthropology or Management related or allied field from any recognized University.

### **Essential Professional Experience**

- Experience of at least ten years in organizing major events /managing arts and culture space/curating significant exhibitions/managing cultural institutions/project designing/outreach/product and market development as part of Government or private art organization.

### **Desirable Qualification**

- Proficiency in MS Office
- Very good written and verbal communication skills in English and Hindi
- Ability to work efficiently on fast-paced projects with defined timelines
- Previous work experience with an organisation working in the arts and crafts sector
- Understanding of brand creation and product promotion

### **Roles and Responsibilities**

- Basic proposal writing and documentation
- Event and programme management, including finance and budgeting
- Liaison with all stakeholders including private consultants, Institutions, Ministries and Government bodies
- Design Outreach and Marketing strategies
- Support the centre in its activities to promote GI certified products
- Have craft based research skills for marketing and brand development
- Connect the artisans and designers with national and international buyers
- Form B2B partnerships for the organisation
- Help in setting up and running of ecommerce platform
- Liaison with embassies and High Commissions for international presence
- Facilitate the various Government schemes applicable to products and create awareness and sensitisation amongst craftsmen

### **POSITION: OFFICE ASSISTANT – Finance & Office Management**

**No. of Post:** 01 (one)

**Duration of work** – Six months, and extendable based on performance and requirements

**Age Limit:** Not more than 30 years as on 1.4.2021.

**Remuneration:** Rs.20,000/- per month.

### **Educational Qualifications:**

- Bachelor's Degree in Commerce / Accounts from a recognised University
- One year Diploma in Computer Application

### **Essential Professional Experience**

- Work experience of at least 2 years in office management, data entry, record keeping of bills etc.

**Desirable Qualification**

- Working knowledge of MS office
- Good written and oral communication skills in English and Hindi

**Mode of Selection**

An advertisement will be published in Delhi's leading newspapers and applications would be screened through short listing as per eligibility followed by an interview. Only shortlisted candidates will be called for an Interview.

**Basis of appointment**

Purely project based, till completion of Project.

The IGCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGCA regarding selection of application for interview and shall be final.

**Closing Date:** 07 September 2021

Duly completed application and self-attested copy of the testimonials, experiences if any should be sent to the email [abcd.ignca@gmail.com](mailto:abcd.ignca@gmail.com) with the subject as **"Application for the post of ....."** .

Completed applications should reach to the above email on or before 07 September 2021. Late submission of application will not be considered.

Only eligible candidates will be allowed to appear in the interview. They will be informed of the interview date and time on an email.

Originals of the testimonials and proof of address should be produced for verification at the time of Interview.

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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 applicant)

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**11, Mansingh Road New Delhi**

**APPLICATION FORM**

Place for  
affixing  
Passport  
size Photo

**Application for the position:** \_\_\_\_\_

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

<b>Qualification</b>	<b>Year of Pass</b>	<b>University / Board</b>	<b>% of Marks</b>	<b>Class / Division</b>


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

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
  
10. Details of employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

<b>Office / Institution</b>	<b>Post held</b>	<b>Experience (From / To / Total)</b>	<b>Pay / Emoluments drawn</b>	<b>Nature of duties in detail (attach sheets if required)</b>

11. 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) Candidates should enclose a detailed CV.
  - (ii) Additional academic qualification.
  - (iii) Professional training.

(iv) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient).

12. Additional details about the present employment. Please state whether working under : (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.

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