

**Indira Gandhi National Centre for the Arts**  
11, Man Singh Road, New Delhi 110001

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 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.

Project staff is required to work on various projects of Conservation and other divisional activities of the Conservation Division. Conservation Division deals with Conservation of manuscripts, paintings, and other works of art.

Posts required

- |                      |     |
|----------------------|-----|
| 1. Project Assistant | - 4 |
| 2. Assistant         | - 5 |
| 3. Helper            | - 5 |

**Requirements for the post of PROJECT ASSISTANT**

Educational Qualifications:

- Master's Degree in any subject along with PGDPC course from IGNCA.  
**(OR)**
- Master's in Art Conservation/Museology/History of Art with one year relevant experience  
**(AND)**
- The candidate must have adequate knowledge of MS Office/Computer applications.

**Work Profile:**

Project Assistant will assist in the coordination of the projects and will be attached with the Senior Project staff from the Conservation Division, IGNCA.

**No. of Posts: 04 (FOUR)**

**Duration of work** – Minimum period of one year or completion of the project assigned.

Age Limit: not exceeding 52 years as on 01/04/2021

Remuneration: Rs. 30,000/- per month

Travel: He/She will be expected to travel within India in connection with official work. He/She will be eligible for TA/DA as per the IGNCA rules.

Leave: 2 ½ days leave for every completed month.

**Mode of Selection:** Screening of applications followed by interview.

Place of posting: He/She will be posted in New Delhi.

## **Requirements for the post of ASSISTANT**

Total No. of Posts: 05 (FIVE)

Educational Qualifications:

### **Requirements for 04 (Four) Posts**

- Bachelor's Degree in any subject along with diploma/certificate in art conservation

**(AND)**

- The candidate must have adequate knowledge of MS Office/Computer applications.

### **Requirements for 01 (One) Post**

- Bachelor's Degree in any subject along with one year diploma/certificate in audio-video editing

**(AND)**

- The candidate must have adequate knowledge of MS Office/Computer applications.

Work Profile:

Assistant will assist the Senior Project staff from the Conservation Division, IGNCA.

Duration of work – Minimum period of one year or completion of the project assigned.

Age Limit: not exceeding 35 years as on 01/04/2021

Remuneration: Rs.25,000/- per month

Travel: He/She will be expected to travel within India in connection with official work. He/She will be eligible for TA/DA as per the IGNCA rules.

Leave: 2 ½ days leave for every completed month.

**Mode of Selection:** Screening of applications followed by interview.

Place of posting: He/She will be posted in New Delhi.

## **Requirements for the post of HELPER**

Educational Qualifications:

- Bachelor's Degree in any subject

**(OR)**

- 12<sup>th</sup> pass with relevant experience

Work Profile:

Helper will assist the Senior Project staff from the Conservation Division, IGNCA as per the requirements.

No. of Posts: 05 (FIVE)

Duration of work – Minimum period of one year or completion of the project assigned.

Age Limit: not exceeding 55 years as on 01/04/2021

Remuneration: Rs. 20,000/- per month

Travel: He/She will be expected to travel within India in connection with official work. He/She will be eligible for TA/DA as per the IGNCA rules.

Leave: 2 ½ days leave for every completed month.

**Mode of Selection**: Screening of applications followed by interview.

Place of posting: He/She will be posted in New Delhi.

**Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Application may be sent to the HoD, Conservation Division at [conservationdivisionignca@gmail.com](mailto:conservationdivisionignca@gmail.com) latest by 3.05.2021.**

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

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**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

11, Mansingh Road, New Delhi- 110001

APPLICATION FORM

Place for affixing  
passport size  
photo

**Application for the post of:** \_\_\_\_\_

1. Name :

2. Father's Name :

3. Date of Birth (in Christian Era) :

4. Correspondence Address :

5. Address (permanent) :

6. Telephone No./Mobile No./Email :

7. Educational Qualifications (beginning with Matriculation onwards)

<b>Qualification</b>	<b>Year of passing</b>	<b>University/ Institution</b>	<b>% of marks</b>	<b>Class/Division</b>

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/ Nature of Work	Experience		
		From Total	To	

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) Candidates should enclose a detailed CV
- (ii) Additional academic qualification
- (iii) Professional training
- (iv) Work experience over and above prescribed in the vacancy circular/advertisement (Note: enclose a separate sheet, if space is insufficient)

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:** \_\_\_\_\_