

File No.1/37/2019-SD/AM (Adv. 19 /2019)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An autonomous Trust under the Ministry of Culture, Government of India)
REGIONAL CENTRE, RANCHI
Examination Data Processing Cell Building, Ranchi University Campus, Morabadi,
Ranchi –834008 Ph. No.0651-2284711

The IGNCA Regional Centre Ranchi invites application for the following position:

1. Account Assistant

Number of Position : 01

Duration : Initially for a period of 01 (One) Year and extendable based on performance & requirement.

Remuneration: Rs.20,000/- per month(Rupees Twenty Thousand Only)

Age Limit: Not exceeding 35 years.

Educational Qualification

- **Essential :** Minimum Graduation from any recognized University.
(Preference will be given to Commence Graduate)
- **Desirable Qualification:** Knowledge of Computer applications, Tally ERP module, TDS filing.
- **5 years of relevant working experience preferably in government sectors/ organizations on Accounting Software, audit, banking, salary, budgeting etc. as per requirement of the Regional Centre.**

Mode of Selection

Selection will be made by inviting of application through advertisement. Shortlisted candidates will be interviewed.

Candidates are requested to submit prescribed application form given below duly filled and supported by self-attested copies of testimonials to Regional Director, Regional Centre, Indira Gandhi National Centre for the Arts, Examination Data Processing Cell Building, Ranchi University Campus, Morabadi, Ranchi –834008, Ph. No.0651-228471 latest by **31th October, 2019.**

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 application for interview and/or engagement shall be final and binding.

Director(Admn)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

(An autonomous Trust under the Ministry of Culture, Government of India)

Regional Centre, Ranchi

Examination Data Processing Cell Building, Ranchi University Campus, Morabadi,

Ranchi –834008 Ph. No.0651-2284711

Application form for the Position of

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) & Age :
4. Address for correspondence :

5. Contact telephone number & email ID :
6. Address (Permanent) :

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

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

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/Organization	Post held	From & To	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) Professional training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement
(Note: enclose a separate sheet, if space is insufficient)

11. 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: