

File No. 12/191 /2025 -SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of
India
JANPATH, NEW DELHI-110 001

Dated: 27.07.2026

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust under the Ministry of Culture, Government of India is visualized as a centre and encompassing the study of all arts specially in their dimension of inter-relationship and mutual interdependence, the IGNCA tool place the arts within the context of the natural and human environment. Fundamental approach of the centre is all its work in multi-disciplinary and holistic.

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage two (02) post of OSD, purely on contractual basis. The eligibility requirements and other terms and conditions of engagement are as under:-

1. **OSD - Two.**

A. **No. of Post:-** Two (02)

B. **ELIGIBILITY:**

Officers retired from central Government Offices/State Govt./Autonomous Bodies holding post of Deputy Secretary or above in Level 12 of the Pay Matrix on regular basis .

C. **Essential Qualification & Experience** -Post Graduate /Graduate

D. **Desirable Skills:**

- ✓ Good Managerial and Interpersonal skills
- ✓ Able to liaise effectively with GOI /Pvt. Companies /agencies/ foreign government entities.
- ✓ Familiarity with GOI rules and regulation.
- ✓ Knowledge of Indian Art and Culture, Experience of managing projects /Handling of Exhibition /Seminars /Conferences.

E. **Remuneration** - Admissible as per guidelines of the Government for the retired Personnel.

F. **Period** - One year.

G. **Age** - Not exceeding 62 years on the date of Publication of the advertisement in the Website.

H. **Mode of Selection-** Screening of Applications followed by the Personal Interview.

Candidates are requested to fill the application form given below along with updated resume and self-attested copies of all testimonials (Academic Mark sheet / Experience Certificates), Copy of Identity Proof (Aadhar Card/Pan Card/Voter-ID/Driving License). **The Completed Application should be sent through proper channel in the prescribed pro –forma within 21 days after publishing the Advertisement in Website to following address:-**

**To,
Deputy Secretary (Administration)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
JANPATH, NEW DELHI-110 001.**

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 within a month.

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

**(Deputy Secretary)
Administration
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

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)