

File No.4/14/2018-SD/AM (Adv. 20/2019)

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An autonomous Trust under the Ministry of Culture, Government of India)
REGIONAL CENTRE, PUDUCHERRY.

Romain Roland Library Complex,(Children's Library Wing Building) Puducherry -605001.

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position of Accounts Officer, one position of Project Assistant and one position of Office Assistant for its Regional Centre, Puducherry purely on contractual basis. The job specifications, eligibility and other terms & conditions are given as under.

1. Accounts Officer:

Number of Position: One

Remuneration : Rs.25,000/- per month

Age limit: Not exceeding 62 years.

Tenure: Initially for a period of one year, extendable on the basis of performance & requirement.

Educational Qualification:

- Essential :Graduation from a recognized University.
- Desirable Qualification: knowledge of computer applications.
- Should have 5 years of working experience in government sectors/organizations on Accounting Software, audit, banking, salary, budgeting etc.

2. Project Assistant:

Number of position - 01 position

Duration - initially for a period of 01(one) year and extendable based on performance & requirement.

Remuneration - 30,000/- per month
(Rupees Thirty Thousand only)

Age limit - Not exceeding 37 years.

Educational Qualification:

- Master's Degree : Anthropology, History and Fine Arts.
- Well versed with MS word, MS Excel, MS Power-point and Computer Graphics etc.
- 2 years of project related work experience including analysis, field work, data collection , organizing exhibition, participation in exhibition and workshop.

Desirable: M.Phil with coordinating programmes and other related assignments.

3. Office Assistant :

(i) Number of position: One

(ii) Job specification : To Provide required assistance in administrative matters and upkeep of related records.

(iii) Duration : 01(one) year, extendable.

- (iv) Remuneration : Rs.20,000/- per month (Rupees Twenty Thousand only)
- (v) Age Limit : Not exceeding 35 years.

Education Qualification:

Essential: Graduate in any discipline from a recognized University, Proficiency in MS Office with 3 years of experience in relevant field and well versed in drafting official communications in English.

Mode of Selection: Through Walk-in-Interview.

Other Terms and Conditions:

- a) No allowance/benefits (HRA/CCA/LTC etc.) will be payable.
- b) The deduction of Income Tax at source, as per Income Tax Rules applicable will be made.
- c) The assignment will be full-time, and no private/commercial assignment shall be accepted by you without obtaining the prior approval of the competent authority in IGNC A.
- d) The office timings and all instructions regarding discipline in office shall be observed by you. In case the services are required beyond office hours or during holidays due to exigencies of work, you will be willing to comply with the requirements of work.
- e) During the period of your contract, you will faithfully serve the IGNC A and shall at all times devote yourself honestly and diligently, promoting and improving the aims and objectives of the project and shall do and perform all such services, functions, acts, matters and things at any place in India and abroad, as the Competent Authority of IGNC A shall from time to time direct.
- f) During the period of assignment, you will be entitled to leave of 30 days per calendar year. The leave can be accumulated in a calendar year, but cannot be encashed or carry forwarded. Any wilful absence without intimation for over 5 days would lead to termination of contract. (The benefit of leave under the Maternity Benefit Act will be considered for women employees, on case to case basis).
- g) In case it is necessary for you to travel for any official assignment, the entitlement for Travel Allowance/Daily Allowance will be regulated, as per rules decided by IGNC A.
- h) The contract can be terminated at any time by either party, by giving a notice of one month or payment of one month's remuneration, in lieu thereof.
- i) In case a person engaged on contract dies in harness, IGNC A shall not be under any obligation to pay any compensation to the legal heirs of the contracted person.
- j) The performance of the person on contract will be assessed on the basis of the key deliverables, and your retention in the service of the Organization would be decided on such assessment(s). The services can be terminated at any time if the performance is not found satisfactory, in any manner.
- k) In case any dispute arises in the interpretation of the terms and conditions, it will be adjudicated within the jurisdiction of Courts at Delhi/ New Delhi only.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held **on 10.10.2019 at 10:00 am for the position of Accounts Officer; at 2:00 pm for the position of Office Assistant and on 11.10.2019 at 10:00 am for the position of Project Assistant** at Hotel Atithi, 126, S.V. Patel Salai, Puducherry -605001. Candidates are advised to report one hour before the scheduled

time of interview for registration purpose, at sharp, on the date mentioned above with original certificates for verification. Only eligible candidates will be allowed to appear for interview.

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

Director(Admn)
IGCA

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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:

