

F.No. F.No.12/79/2023-AD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA)
(An Autonomous Trust under the Ministry of Culture)
Janpath Building, near Western Court, Janpath Road, New Delhi – 110001

Dated: 28th January, 2025

Advertisement for Project Assistants, at IGNCA Regional Center Thrissur

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the ministry of Culture, Government of India, is visualized 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 multidisciplinary and holistic.

Requirement of Project Assistant to work on various Projects and activities at the IGNCA Regional Centre, Thrissur purely on a contractual basis.

1. Name of the Post: Project Assistant

Number of Position – 01(one)

Duration – Initially for a period of One Year, extendable based on the performance and requirement.

Age – Not more than 35 years as on date of Interview.

Remuneration – Rs.30,000/- per month (fixed)

2.Educational Qualification&Experience:

- Master's Degree in Performing Arts / Vedic Studies / Cultural Studies / Language & Literature
- Diploma in Computer Application or equivalent from a reputed Institute
- At least 2 years' experience of working with administration and implementation in reputed Institute/Organization.
- Adequate practical experience in working with various projects from conceptualization to implementation

3. Desirable Qualification:

- Knowledge of English, Malayalam & Hindi
- Experience in drafting letters, reports.

4. Other Details

Place of Interview:: IGNCA, Regional Centre, NaduvilMadham Building, Thekke Madham Road, Pazhayanaadakkavu, Thrissur, Kerala -680001
Ph:0487-2977148

Mode of Selection :Walk-in-interview

Date of Interview : 10.02.2025

Time :11.00 AM

Reporting Time :10.00AM

Candidates are requested to bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Marksheet/Experience Certificates). Original and copy of Identity Proof (Aadhar Card/ Pan Card/ Voter-ID/ Driving License) is mandatory to bring. 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 references letters/testimonials obtained from previous employer/organization/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

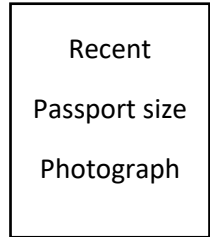
The IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applicants for interview and/or engagement shall be final and binding.

Director (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
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Application form for the Position of Project Assistant

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in the Christian era)
& Age :
4. Correspondence Address :
5. Permanent Address :
6. Contact telephone number :
7. Email id :
8. Aadhaar No. :
9. PAN Card No. :



10. Educational Qualifications (in ascending order):

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

11. Whether education 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, 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**):

Sl.	Office/ Institution/Organization	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:-

- a. Additional academic qualification
- b. Professional training
- c. 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 regards to:

- a. Reports and special projects
- b. Awards/scholarships/ office appreciation
- c. Affiliation with the professional bodies/ institutions/ societies and
- d. 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 my Curriculum Vitae for the selection of the said post. In case of any discrepancy, I will be held solely responsible.

(Signature of the Candidate)

Date:

Place: