

File No. 12/159/2023-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi – 110001

Date: 28.11.2024

The Indira Gandhi National Centre for the Arts (IGNCA), is an autonomous institution under the Ministry of Culture, Govt. 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.

The post is being advertised for the engagement of one (01) Staff Car Driver purely on contractual basis.

The job specifications, eligibility and other terms & conditions are given as under:-

1. Name of the Position- Staff Car Driver

- **Number of Posts- One (01)**
- **Monthly remuneration-** As prescribed by Govt. of NCT, Minimum Wages Act, 1948 under Skilled Category
- **Duration-** For an initial period of one year
- **Age Limit-** Not more than 45 years as on date of receipt of the application
- **Essential Qualifications –**
 - ✓ Pass in matriculation from a recognized Board.
 - ✓ Minimum (10) years of experience in driving light motor vehicle
 - ✓ Experience to work in any Govt. organisation.
- **Other Essential Requirements-**
 - ✓ Possession of a valid driving license for motor cars (Candidates must bring original and copy of driving license at the time of Walk-in Interview)
 - ✓ Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle)
- **Place of Posting-**New Delhi
- **Mode of Selection-** Walk-in-interview (Appointment should be done on the basis of a driving test to assess the competence to drive motor cars at the time of Walk-in Interview)
- **Date of walk-in-interview :** 02.12.2024
- **Place of walk-in-interview:** 2nd Floor, IGNCA, Janpath, New Delhi-110001
- **Time of Interview:** 11:00 AM
- **Reporting time:** 10:00 AM

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 Licence) 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 reference letters/ testimonials obtained from previous employer/organisation/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 applications for interview and/or engagement shall be final and binding.

Director (A)
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)