

File No: 3/37/2018-SD/AM (Adv. No. 28/2018)

Indira Gandhi National Centre for the Arts, IGNCA

(An Autonomous Trust under the Ministry of Culture, Govt. of India)

Central Vista Mess, Janpath, New Delhi-110 001

Indira Gandhi National Centre for the Arts, an Autonomous Trust under the Ministry of Culture, Govt. of India intends to engage one Project Associate and one Project Assistant on Contract basis in Conservation Division of IGNCA initially for a period of one year.

Brief Description: Conservation Division proposes to fill up one Project Associate and one Project Assistant for the Research & Publication of Artifacts of Rajasthan.

Qualifications:

I. Project Associate:

Educational Qualification: Master Degree in History/History of Art, Conservation, Museology, Architecture & Cultural Studies

Desirable:

- (i) Work experience in memory institution like archives, museums, libraries etc.
- (ii) Experience in documentation and research in areas related to art and culture
- (iii) Experience or knowledge of cataloguing standards for objects, using museum software.
- (iv) Knowledge of Indian Arms/Weapons and Rajasthani miniature painting and handicrafts
- (v) Ability to coordinate with project work
- (vi) Good communication skill and good knowledge of computer
- (vii) General Knowledge of history of India in general and Rajasthan in particular.

Monthly Remuneration: Rs. 40,000/- per month

Age Limit: Not exceeding 40 years from the date of advertisement.

Time Period-

- 12 months initially.

II. Project Assistant:

Educational Qualification:

1. Post-Graduation in any discipline
2. One year certificate course/ diploma in computer

Desirable:

- (i) Minimum six month working experience in Documentation of museum objects.
- (ii) Good communication skill and good knowledge of computer i.e. MS office, Power point, Excel and Photoshop
- (iii) General Knowledge of history of India in general and Rajasthan in particular
- (iv) Knowledge of using museum software

Monthly Remuneration: Rs. 30,000/- per month

Age Limit: Not exceeding 30 years from the date of advertisement.

Leave:

- He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Mode of Selection:

- Screening of eligibility followed by Walk-in Interview.

Candidates are requested to fill the prescribed form given below, supported by self attested copies of testimonials. Walk-in-Interview will be held on 10.07.2018 at 11:00 am in the IGNCA's Conference Hall, C.V. Mess, Janpath, New Delhi 110 001. Nearest Metro Station, Central Secretariat (Gate No.2). Candidates are requested to report at 10:00 am with original certificates for verification and only eligible candidates will be allowed to appear for interview. .

The IGNCA reserves the right to 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 (Admn)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. Mess, Janpath, New Delhi-110001

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) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile/email ID

5. Address (Permanent) :

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

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

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

8. 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)

9. 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)

10. 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:

