

File No. 12/326/2025-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
JANPATH BUILDING, JANPATH, NEW DELHI-110001

Date: 30.04.2026

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

The Accounts Branch of Sutradhara Division of IGNCA intends to engage the following position purely on contractual basis initially for a period of one year through walk-in-interview. The eligibility criteria and other terms & conditions of engagement are as under:

1. **Name of the Post** : **Senior Consultant**
 - ✓ **Number of Post** : one(01)
 - ✓ **Duration** : Initially for one year which may be extended as per performance and requirement.
 - ✓ **Age Limit** : Not exceeding 62 years as on 12.05.2026
 - ✓ **Remuneration** : As per Government Rules
 - ✓ **Essential Qualification** : Graduate in Commerce
- a. **Work Experience:**
 - ✓ Retired Sr. Accounts Officer with minimum five (05) years of experience or Accounts Officer with minimum eight (08) years of experience in audit and Accounts/Budgeting/Financial matters in Govt./PSU/Autonomous Organisation is essential.
 - ✓ Computer proficiency is an essential Condition.
- b. **Work Proficiency** : Administration/Accounts/Finance/Procurement.
- c. **Other Details**
 - ✓ **Place of Posting** : **IGNCA, New Delhi**
 - ✓ **Mode of Selection** : **Walk-in-interview**
 - ✓ **Date of Interview** : **12.05.2026**
 - ✓ **Time** : **3:00 Pm**
 - ✓ **Reporting Time** : **2:00 Pm**

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials and report one hour before the above schedule time. Walk-in-interview will be held on at 3:00Pm in 2nd Floor, C-wing, IGNCA (Candidates are requested to report latest by 2.00 Pm and bring original certificates for verification 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 reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

Deputy Secretary (Admn.)
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)