

**F.No.12/96/2023-SD/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: 16<sup>th</sup> January, 2025

**Advertisement for Project Assistants, PS to Regional Director and Accounts Officer at  
IGNCA Regional Center Ranchi**

The Indira Gandhi National Centre for the Arts (IGNCA) an autonomous institution under the Ministry of Culture, Government of India is visualised as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual independence. 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.

IGNCA, Regional Centre (RC), Ranchi is one of the nine regional centres functioning from Ranchi University and focuses on tribal studies. RC, Ranchi conducts comprehensive research programs on various aspects related to tribal communities which include their culture, traditions, history, socio-economic conditions, livelihoods, education, health, and any other relevant areas.

IGNCA, RC, Ranchi intends to engage the following positions purely on a contractual basis initially for one year. The eligibility criteria and other terms & conditions of engagement are as follows:

**I. NAME OF THE POST: PROJECT ASSISTANT**

- ✓ **Number of Positions** – 02 (two)
- ✓ **Duration** – Initially for One Year, extendable based on the performance and requirement.
- ✓ **Age** -Not above 40 years as of the date of advertisement.
- ✓ **Remuneration** -Rs 30,000/- per month.

**A. Education Qualification & Experience:**

- ✓ Master's Degree in Anthropology/ Sociology/ Folklore/ History/ Archaeology or any other allied Social Sciences recognized by University/ Institute.
- ✓ Fieldwork experience.
- ✓ Expertise in qualitative and quantitative methods of research.
- ✓ Report writing/academic writing skills.

**B. Desirable Qualification:**

- ✓ UGC NET or PhD or M.Phil in any of the above-mentioned subjects or equivalent.
- ✓ Knowledge of Computer Applications.

**C. Other Details:**

- ✓ **Place of interview:** Indira Gandhi National Centre for The Arts, Regional Centre, Ranchi, E. D. P. C. Building, Ranchi University Campus, Morabadi, Ranchi – 834008, Jharkhand.
- ✓ **Mode of Selection:** Walk-in Interview.
- ✓ **Date of Interview:** 17<sup>th</sup> February 2025 (Monday).
- ✓ **Time:** 11 am.
- ✓ **Reporting Time:** 10 am.

## II. NAME OF THE POST: PS TO THE REGIONAL DIRECTOR

- ✓ **Number of Positions** – 01 (one)
- ✓ **Duration** – Initially for One Year, extendable based on the performance and requirement.
- ✓ **Age** -Not above 45 years as on the date of advertisement.
- ✓ **Remuneration** -Rs 25,000/- per month.

### A. Education Qualification & Experience:

- ✓ Bachelor's degree recognized by University/ Institute.
- ✓ Proficiency in English and Hindi (written and spoken).
- ✓ Proficiency in computers, especially in MS Office.
- ✓ Good typing skills.

### B. Desirable Qualification:

- ✓ Work Experience in Desktop Publishing/ Personal Secretary/ Personal Assistant from any University/ institution.
- ✓ Knowledge about the Arts and Heritage of India.
- ✓ Stenography skills.

### C. Other Details:

- ✓ **Place of interview:** Indira Gandhi National Centre for The Arts, Regional Centre, Ranchi, E. D. P. C. Building, Ranchi University Campus, Morabadi, Ranchi – 834008, Jharkhand.
- ✓ **Mode of Selection:** Walk-in Interview.
- ✓ **Date of Interview:** 18<sup>th</sup> February 2025 (Tuesday).
- ✓ **Time:** 11 am.
- ✓ **Reporting Time:** 10 am.

## III. NAME OF THE POST: ACCOUNTS OFFICER

- ✓ **Number of Positions** – 01 (one)
- ✓ **Duration** – Initially for one year, extendable based on the performance and requirements.
- ✓ **Age** -Not exceeding 45 years (Officials retired with a GP of Rs. 4800/- (pre-revised) from the accounts department of Central Govt./State Govt./Autonomous bodies up to 62 years also will be considered).
- ✓ **Remuneration** -Rs 25,000/- per month.

### A. Education Qualification & Experience:

- ✓ Graduate degree in Commerce/Accounts or equivalent recognized by University/ Institute.
- ✓ Expertise in Microsoft office (word, excel, etc)
- ✓ Well-versed in accounts software.
- ✓ Proficient in Hindi & English (typing included).

### B. Desirable Qualification:

- ✓ Minimum five years of experience in audit and accounts/budgeting/financial matters in Govt/ PSU/ Autonomous Organisation.
- ✓ Knowledge in Computer Applications.

### C. Other Details:

- ✓ **Place of interview:** Indira Gandhi National Centre for The Arts, Regional Centre, Ranchi, E. D. P. C. Building, Ranchi University Campus, Morabadi, Ranchi – 834008, Jharkhand.
- ✓ **Mode of Selection:** Walk-in Interview.
- ✓ **Date of Interview:** 18<sup>th</sup> February 2025 (Tuesday).
- ✓ **Time:** 2:00 pm
- ✓ **Reporting Time:** 1:30 pm.

Candidates are requested to bring the filled application form given below along with an 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 to verify original certificates and only eligible candidates will be allowed to appear for the interview.

If selected, a candidate will have to submit, at the time of joining, two reference letters/testimonials obtained from a previous employer/organisation/institution where the candidate has either worked or studied. Such reference letters should have been issued within a month.

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

Director (Admn.)

IGNCA



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: