

# **Indira Gandhi National Centre for the Arts**

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

Janpath Building, Janpath Road, New Delhi 110001

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 multi-disciplinary and holistic.

Requirement of Project staff to work on various projects for Vadodra Regional Centre.

**Posts required : Project Assistants**

**- 2 (Two)**

## **Requirements for the post of PROJECT ASSISTANT**

### Educational Qualifications:

- Master's Degree in any subject especially Literature, History or Fine Arts from any reputed University
- The candidate must have adequate knowledge of MS Office/Computer applications and basic design sense.
- Candidate with excellent communication skill in at least two of the three languages (English, Hindi, Gujarati) and editing knowledge will be given preference.

### Work Profile:

Project Assistant will assist in the coordination of the projects and will be attached with the Regional Director of Vadodara Centre, IGNCA.

No. of Posts: 02 (TWO)

Duration of work – Minimum period of one year, extendable upto three years.

Age Limit: not exceeding 30 years as on 01/01/2022

Remuneration: Rs. 30,000/- per month

Travel: He/She will be expected to travel within Western India in connection with official work. He/She will be eligible for TA/DA as per the IGNCA rules.

Place of posting: He/She will be posted in Vadodara.

**Mode of selection** : An advertisement will be published in two leading newspapers of Vadodra and applications would be screened through short-listing as per eligibility followed by an interview. Only shortlisted candidates will be called for an interview.

**Basis of Appointment** : Contractual

**Submission of Application** – Candidates are requested to fill in the prescribed form given below supported by CV and self-attested copies of testimonials “**The Director, Regional Centre, Vadodara via E-mail: [requirement.igncavrc@gmail.com](mailto:requirement.igncavrc@gmail.com) on or before 15.06.2022** with Subject clearly mentioning "**Application for Project Assistant-Vadodara**"

**Note** -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 selection of applicants for interview and/ or engagement shall be final.



**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

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APPLICATION FORM

Place for affixing  
passport size  
photo

**Application for the post of:** \_\_\_\_\_

1. Name :
2. Father's Name :
3. Date of Birth (in Christian Era) :
4. Correspondence Address :
5. Address (permanent) :
6. Telephone No./Mobile No./Email :
7. Educational Qualifications (beginning with Matriculation onwards)

<b>Qualification</b>	<b>Year of passing</b>	<b>University/ Institution</b>	<b>% of marks</b>	<b>Class/Division</b>

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

9. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held/ Nature of Work	Experience		
		From	To	
		Total		

10. 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) Candidates should enclose a detailed CV
- (ii) Additional academic qualification
- (iii) Professional training
- (iv) Work experience over and above prescribed in the vacancy circular/advertisement (Note: enclose a separate sheet, if space is insufficient)

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 Applicant)**

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_