

F.No.3/9/2020-SD/AM (Advt. No. 48/2021)  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
(An Autonomous Trust under Ministry of Culture, Government of India)  
Janpath, New Delhi-110001.

Dated: 8<sup>th</sup> December,2021

Advertisement for filling up the post of Member Secretary,  
Indira Gandhi National Centre for the Arts (IGNCA).

Ministry of Culture, Government of India, proposes to fill up the position of Member Secretary in Indira Gandhi National Centre for the Arts (IGNCA), New Delhi, an autonomous Trust under Ministry of Culture. The appointment will be on deputation or contract basis for a period not exceeding 5 years at a time in the HAG scale of pre-revised Rs. 67,000-79,000 (Rs.1,82,200-2,24,100) or Apex Scale of Rs. 80,000 (Fixed) revised to Rs.2,25,000/- (Fixed) as per 7<sup>th</sup> Central Pay Commission) depending upon the qualifications of the candidate selected.

**Job Description:**

The Member Secretary of the Trust shall be the Chief Executive Officer of the IGNCA. All decisions of the Trustees and/ or the Executive Committee shall be implemented or cause to be implemented through the Member Secretary. The officers and staff of the IGNCA shall be under the day-to-day administrative control, supervision and direction of the Member-Secretary. The Member Secretary shall exercise all such powers and authority as may be necessary for the purpose of executing the decisions of the Trustees and the Executive Committee and for the conduct and management of the offices of the IGNCA.

**Eligibility for Direct Recruitment to the Post**

- 1) Age : Not exceeding 65 years as on 01.01.2022.
- 2) Educational & Other Qualifications
  - (i) Master Degree in the discipline of Indian Languages/ Archaeology/ Anthropology/ Art History/ Ethnology/ Humanities/ Information Technology/ Social Sciences.
  - (ii) 15 years experience in the following areas:
    - (a) Teaching and research in a University or any well established Institution devoted to higher learning; and / or
    - (b) Administrative experience as Head of a Department of any large Organization, including a University/ National or International Institute of advanced learning.

**Note. 1:**

A Doctorate degree, published research paper in reputed journals and capacity to guide and provide leadership for interdisciplinary academic work of a high order, will be desirable.

**Note. 2:**

Qualifications, experience and age are relax able at the discretion of the competent authority in case of candidates otherwise well qualified.

The selection will be based on the recommendations of the Search-cum-Selection Committee to be constituted in terms of the instructions/ orders of the Central Government in force.

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**Eligibility for Recruitment by Deputation**

- (a) Senior Professors, Vice Chancellors and other persons holding posts at the highest level in Universities/ Institutions of Higher Learning/ Academic Institutions/ Research Institutions or Organizations of National or International repute.
- (b) Officers of the Central/ State Government/ Union Territories, Autonomous Organization of the Centre/ State/ Union Territories, Professors of Universities or Chiefs of Statutory Organizations who have worked or are working in posts in the pre-revised scale of Rs. 22400-525-24500/- / Rs. 26000/- (Fixed) or the pre-revised HAG scale (PB-4) of Rs. 67,000-79000 revised of Rs.1,82,200-2,24,100 or the Apex Scale of Rs. 2,25,000/- (Fixed).

OR

Officers under the Central Government/ State Government/ Union Territories, Universities/ Autonomous Bodies or Statutory organisations, with at least five years of regular service in the pre-revised scale of Rs. 18,400-500-22,400 or the pre-revised scale (PB-4) of Rs.37,400-67,000 revised as Rs.1,44,200-2,18,200 + Grade Pay Rs.10,000/- or equivalent.

**Eligibility for Recruitment by Departmental Promotion Committee:**

The Selection will be based on the recommendations of the Search-cum-Selection Committee to be constituted in terms of the instructions/orders of the Central Government in force.

**Note**

Advertisement will be issued in inviting applications and Search-cum-Selection Committee will consider the applications received as also the names which may be suggested by Members in Search mode. Whenever no suitable candidates are found through this combined method of search and selection, the Search-cum-Selection Committee may, in its discretion, decide to proceed further only in the search mode or to re-advertise the vacancy for a de-novo process of applications.

**Closing date:**

Shortlisted candidates will be called for interview. Candidates applying on deputation basis have to forward their applications through proper channel with complete and up to date APAR dossier (performance report in the case of applicant from Private Sector) for the last 5 years (2015-16 to 2019-20) along with integrity and vigilance clearance certificate. Application in the enclosed proforma should be sent to the Office of the President, Indira Gandhi National Centre for the Arts, Janpath, New Delhi – 110 001 so as to reach that office within 30 days from the date of publication of advertisement in the Employment newspapers. The Government of India reserves the right to accept or reject any application.

PROFORMA FOR APPLICATIONS FOR THE POST OF MEMBER SECRETARY, IGNC.

1. Name and address (in Block Letters):
2. Date of Birth (In Christian era):
3. Education Qualifications:
4. Whether educational qualifications and experience required for the post are satisfied:

Qualification/  
Experience required

Qualification/  
Experience possessed by the applicant.

- (1)
- (2)
- (3)
- (4)
- (5)

5. Please state whether in the light of entries made above, you meet the requirements of the post:
6. Name and address of present employer/Organization:
7. Present pay scale and total emoluments per month now being drawn:
8. Date of joining/retirement from service:
9. Details of employment, in chronological order starting with latest one. (Enclose a separate sheet duly authenticated with your signatures, if the space in the table below is insufficient);

S.No.	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay.	Nature of duties.

10. Major Academic/professional achievements:
11. Additional information, if any:
12. Please state whether you are applying for deputation or contract employment:
13. Whether you belong to SC/ST/OBC:

I certify that facts given in the application form are true and correct. I have carefully gone through the vacancy circular/advertisement and I am well aware that while making selection for the post, the Search-cum-Selection Committee is at liberty to consider short listing/selecting a person who may not have applied for the post in pursuance of the vacancy circular/advertisement issued.

Signature of the Candidate

Name, address and contact details

Dated:

Contd....2.

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority.

- (i) Certified that the particulars furnished by Shri/Ms. \_\_\_\_\_ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular. Also certified that there is no Vigilance case pending/contemplated against him/her.
- (ii) The attested copies of ACR/APAR Dossier of the applicant for the last five years are enclosed.
- (iii) The cadre controlling authority of the applicant has given its clearance for his/her applying for the above post.

Countersigned  
Employer with Seal