

File No. 3/26/2020-SD/AM  
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS  
(An Autonomous Trust under the Ministry of Culture, Govt. of India)  
No.11, Man Singh Road, New Delhi-110001.

Dated: 10.07.2020

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position of Project Associate to work as "Campaign Publicity Coordinator" under the project "Sangam Mobile App" of Cultural Informatics Lab. which has been assigned to IGNCA recently by the Ministry of Culture, Government of India. The engagement will be purely on contractual basis for a period of one year. The eligibility criteria is as under:

**Name of position:** Project Associate to work as "Campaign Publicity Coordinator".

**Number of Positions:** 01 (One)

**Duration:** One year.

**Monthly Remuneration:** Rs.40,000/- per month (Higher start may be considered for deserving candidates)

**Age limit:** Not more than 35 years as on date of interview.

**Educational Qualifications:** Post Graduate Diploma in Journalism or Corporate Communication.

**Required Experience:** Minimum three years in a reputed Organisation.

**Job Responsibilities:** He/she will be responsible for designing & creating marketing and publicity materials for promoting events and activities undertaken by the Ministry of Culture for the "Sangam App", including but not limited to press releases, flyers, signs and displays, website, social media and print advertising and community outreach.

**Leave:** He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave can be accumulated in a calendar year, but cannot be encashed. Any wilful absence without intimation for over 5 days would lead to termination of contract. (The benefit of leave under the Maternity Benefit Act, 2017 will be considered for women employees, on case to case basis).

**Mode of Selection:** Screening of eligibility followed by online interview.

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials and submit to Director (Admin) latest by 17.07.2020. Online interview will be held on 23.07.2020 between 11.00am to 1.00pm. Only eligible candidates will be allowed to appear for the interview.

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 online interview and / or engagement shall be final and binding.

Director (A)  
IGNCA

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**11, Mansingh Road, New Delhi-110001**

**Application form for the position of Project Associate for the post of “Campaign Publicity Coordinator”**

Recent Passport size Photograph
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1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth and age :
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:

