

Advertisement for Recruitment of Project Staff

ENGAGEMENT OF PROJECT STAFF

IGNCA intends to engage one Project Co-ordinator, Two Project Assistants, and Three Assistants for a period of one year on contract basis. The interested candidates may report for Walk - in - Interview on January 20th, 2017 latest by 10:30 AM at Alwar Museum, Alwar (Rajasthan)

Candidates should attend the walk-in interview along with an application, enclosing complete bio data and self attested copies of testimonials. Walk –in- Interview will be held on January 20th, 2017 at 10:30 AM at the Alwar Museum, Alwar (Rajasthan). Candidates should bring all original certificates for verification.

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 dimensions of inter relationship 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.

The IGNCA requires One Project Co-ordinator, Two Project Assistants and Three Interns for the Project in Rajasthan. The Project Staff will work under the overall guidance of the HoD (Conservation) with team of Project Staff from conservation Division, IGNCA.

The Contractual term will be up to one year (may be extendable). The Job Responsibility and eligibility criteria of Project staffs are mentioned in table

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S.No.	Name of the Post	Educational Qualification	Desirable	Job Responsibility	Remuneration
1.	Project Coordinator (One)	Master Degree in History/History of Art, Conservation, Architecture & Cultural Studies	<ol style="list-style-type: none"> 1. Work experience in memory institution like archives, museums, libraries etc. 2. Experience in documentation and research in areas related to art and culture 3. Experience or knowledge of cataloguing standards for object. 3. Ability to coordinate with project work 4. Good communication skill and good knowledge of computer 5. General Knowledge of history of Rajasthan in general and Alwar in particular 	<ol style="list-style-type: none"> 1. Coordination of the project and report to HoD (Conservation) for the update of the project on day to day basis. 2. Preparation of report 	40,000
2.	Project Assistant (Two)	Master Degree in History/History of Art, Conservation, Architecture & Cultural Studies	<ol style="list-style-type: none"> 1. Two Year experience of handling books & manuscripts and art objects in a National Institute 2. Good communication skill and good knowledge of computer 3. General Knowledge of history of Rajasthan in general and Alwar in particular 	1. Documentation & Conservation of Museum Objects	25,000/-

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3.	Assistants (Three)	Graduation in any discipline	1. Two year working experience in Documentation of museum objects. 2. Good communication skill and good knowledge of computer 3. General Knowledge of history of Rajasthan in general and Alwar in particular	1. Carrying out Documentation work. This will include the Documentation, Report making and handling of art objects. 2. Assistance to Project Coordinator and Project Assistant	20,000/-
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Place of Posting - Alwar (Rajasthan)

Period - One year

Age - Not more than 40 years, can be relaxed for deserving candidate

There would be a practical test for assessing the eligibility criteria of the candidate.

Candidates are requested to report at 09:30 AM for verification of certificates and only eligible candidates will be allowed to appear for interview.

The IGNCA reserves the right to reject any of all applications without assigning any reason.

The decision of the IGNCA regarding selection of applicants for interview and engagement shall be final.