

(File No. 3/48/2017-SD/AM Advt. No. 06 /2017)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
Central Vista Mess, Janpath, New Delhi-110001.

The Indira Gandhi National Centre for the Arts (IGNCA) an Autonomous Trust under the Ministry of Culture, Government of India intends to engage one position of **Consultant (Academic)** on contract basis.

IGNCA has been organising various programmes i.e. Exhibitions, Seminars, Lectures Events, Regular Diploma Courses etc through its various Academic Division. The expenditure on these programmes is met from the budget Grant sanctioned by the Ministry of Culture. Processing of the programme proposal and its actual implementation is done by respective division heads. These proposals involve huge expenditure on different activities and need a meaningful scrutiny before the proposals are sent to Administrative approval. The eligibility requirements and other terms and conditions of engagement are as under:-

ELIGIBILITY:

- (i) Persons retired from the post of Deputy Secretary/Director/ Dy. Registrar/Associate Professor are eligible for the position of Consultant (Academic).
- (ii) Should have good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS Excel and Power Point etc.

SCOPE OF WORK/JOB RESPONSIBILITY:

To assist, analyse and evaluate all the academic proposals independently before administrative approval.

EDUCATIONAL QUALIFICATION:

- (i) Master's Degree from a recognized university

EXPERIENCE:

Retired as DS/Director/Dy. Registrar of a University or Prestigious Academic Institution/Associate Professor having 15 years of experience in Academic, Administration, out of which 05 (five) years of experience should be in a Supervisory post/capacity.

AGE LIMIT:

- (i) Should not be more than 62 years of age on the last date for receipt of application.
- (ii) The upper age limit of engagement shall be 65 years.

REMUNERATION:

- (i) The monthly consolidated remuneration of Rs.40,000/- and TA & other allowances Rs.15,000/-.(Total Rs.55,000/- per month).

PERIOD

Initially for two years, extendable as per requirement.

LEAVE:

- (i) The Consultant (Academic) shall be entitled to avail 8 days of leave in a calendar year with reimbursement on pro rata basis. Therefore, he/she shall not draw any remuneration in case of his/her absence beyond 8 days in a year.

WORKING HOURS:

- (i) The Consultant (Academic) shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- (ii) He/she will mark their attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

DRAWAL OF PENSION:

- (i) The retired Govt. servant engaged as Consultant (Academic) shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Consultant.
- (ii) The engagement as Consultant (Academic) shall not be considered as a case of re-employment.

TERMINATION OF CONTRACT

IGNCA may terminate the contract to which these terms apply if:-

- (i) The Consultant (Academic) is unable to attend the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the IGNCA.
- (iii) The Consultant (Academic) is found lacking in honesty and integrity.
- (iv) The Competent authority of IGNCA may also terminate the contract at any time without giving any notice and also without assigning any reason.

Candidates are request to attend Walk-in-interview with duly filled prescribed form given below, along with supported by self attested copies of testimonials. Walk-in-interview will be held on 16th October, 2017 at 11.00 am in IGNCA's Conference Hall, Central Vista Mess, Janpath, New Delhi-110001. Candidates are requested to report at 10.00 a.m. for verification of original certificates. 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 assigned any reasons. The decision of the IGNCA regarding selection of application for interview and or engagement shall be final and binding.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position of Consultant (Academic)

Recent Passport size Photograph

1. Name :
2. Father's Name :
3. Date of Birth (in Christian era) :
(Age as on 30.09.2017) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile & e-mail ID.
5. Address (Correspondence) :

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 :

Contd.....

8. 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	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	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: