

**File No: 3/36/2016-SD/AM (Adv. No.22/2019)**  
**Indira Gandhi National Centre for the Arts, IGNCA**  
(An Autonomous Organisation under the Ministry of Culture)  
No. 11, Man Singh Road, New Delhi 110001

Dated:04.10.2019

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India is visualised 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.

Requirements as listed below are to work under various projects in the Kaladarsana Division. The objective of this Division is to disseminate art and culture to the public and facilitate a platform for engagement and dialogue. It manifests the academic outcome of IGNCA in multiple forms like exhibitions, musical programmes, workshops and seminars. It provides a window to the outside world through its outreach and publicity related programmes.

**A) POSITION: PROJECT ASSISTANT FOR KALADARSANA DIVISION OF IGNCA.**

**No. of Post:** 02 (Two)

**Duration of work** – Six months

**Age Limit:** Not more than 30 years as on 1.10.2019.

**Remuneration:** Rs.30,000/- per month

**Educational Qualifications:**

- Post Graduate in Mass Communication / Public Relations / History of Art / Museology / Culture/ Heritage Studies / Archaeology / Performance Art / History / Social Sciences / Humanities

**Work Experience**

- Two to four years of work experience in the relevant field.

**Work Profile:**

- Coordination related to projects and programmes organised by the Division
- Managerial work related to exhibitions, workshops, concerts, children's programmes and other activities
- Documentation and report writing
- Well versed with MS Office
- Good communication skills – verbal and writing
- Proficiency in English and Hindi languages
- Full attendance in programmes being organised by the Division.
- Willingness to attend programmes/events beyond office hours as and when required.

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## **B) POSITION: GRAPHIC DESIGNER**

**No. of Post:** 01 (one)

**Duration of work** – Six months

**Age Limit:** Not more than 30 years as on 1.10.2019.

**Remuneration:** Rs.30,000/- per month.

### **Educational Qualifications:**

- Bachelors or Masters Degree in Graphic Design / Product Design / Applied Arts / Multimedia Arts and other relevant subjects
- Thorough knowledge of design softwares and digital media - Coral Draw, Photoshop, Illustrator, etc.
- Proficiency in languages and communication

### **Work Experience**

Minimum two years of experience in design related works. Preference will be given to candidates who have worked in the art and culture sector.

### **Work Profile:**

- Design the publicity material of the events organised by the Division including invitation cards, posters, hoardings, advertisements, social media and so on.
- Design the reports, catalogues, publications.
- Willingness to attend programmes/events beyond office hours as and when required.

## **C) POSITION: OFFICE ASSISTANT**

**No. of Post:** 02 (two)

**Duration of work** – Six months

**Age Limit:** Not more than 30 years as on 1.10.2019.

**Remuneration:** Rs.20,000/- per month.

### **Educational Qualifications:**

- Bachelors Degree in any subject, preferably Arts and Humanities.

### **Work Experience**

Minimum two years of experience in office administrative roles.

### **Work Profile:**

- Assist in the coordination of office work and associated activities.
- Data entry and documentation.
- Working knowledge of MS Office

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**OTHER TERMS AND CONDITIONS AS PER IGNCA NORMS.**

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

**Leave** - He/She will be entitled for leave @ two and a half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. The other kind of leave shall be admissible under any circumstances.

**Mode of Selection** – Interview of shortlisted candidates.

**Place of posting** - He/ She will be posted in New Delhi.

**Date of Interview (Tentative)** – will be intimated to short-listed applicants.

**Submission of Application** – Candidates are requested to fill in the prescribed form given below supported by self attested copies of testimonials and submit to Director (A), IGNCA, CV Mess, Janpath, New Delhi-110001 latest by 28.10.2019. Only short-listed applicants will be called for the interview.

**Note** -The IGNCA reserves the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applicants for interview and/ or engagement shall be final

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Programme Director (KD)  
Tele: 23388155

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Kala Darsana Division

Application form for the post of \_\_\_\_\_

Recent Passport size Photograph
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1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Age as on 01.10.2019 :
5. Address for correspondence with :  
Ph Nos. Office/Res./Mobile  
e-mail ID.
6. Address (Permanent) :

7. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

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	Experience 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)

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) 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)

11. Additional details about present employment. Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous organization including IGNC
- (d) Government undertaking
- (e) Universities

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. If any ... information is found, my candidature may be rejected by the Selection Committee.

(Signature of the Candidate)

Date: