

F. No. 12/78/2023-SD/AM
Indira Gandhi National Centre for the Arts
(An autonomous Trust under the Ministry of Culture)
Janpath Building, , Janpath Road, New Delhi – 110001

Dated: 05.04.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust under the Ministry of Culture, Government of India is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual independence. 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 posts are being advertised for hiring Project Coordinators (Academics), Graphic Designer, and Consultant (Administration) for National Mission on Cultural Mapping (NMCM), IGNCA.

National Mission on Cultural Mapping (NMCM) has been set by the Ministry of Culture, Government of India, to create a Database of Indian Arts and Cultural Heritage in order to preserve and safeguard the rich and vibrant culture of India. To meet this end, the Mission has undertaken to identify, map, and revitalize the Cultural Assets and Art Repositories of the nation, i.e., art expressions, crafts and skills, wisdom tradition and other cultural practices, whether oral, aural, visual, or kinetic.

1. Post: Project Co-ordinator (Academics)

No. of Post: 01 (one)

Duration of work: Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 40 years as on 31.03.2023.

Educational Qualifications: M.Phil/Ph.D. Degree in Anthropology/Art and Culture/ Folklore/Art History/Liberal Studies/ Performance Studies.

Essential Experience:

- 3 years post ph.D. experience in the field of culture/tribal culture/anthropology/ cultural mapping/ethnographic documentation/village studies.
- Experience in conducting webinars, conferences, workshops in the field of Indian Knowledge Tradition and Indian Arts & Culture.
- Good knowledge of English language both written and oral.
- Knowledge of Computer, supervision, co-ordination and management of working groups.
- Ability to work in a fast-paced environment.
- Should be well versed with MS Office, Google Docs and other online platforms of editing.

Remuneration: Rs. 60,000/- per month.

2. Post: Graphic Designer

No. of Post: 01 (One)

Duration of work: Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 35 years as on 31.03.2023.

Educational Qualifications: Graduate or Post Graduate Diploma in Graphic Design/ Applied Arts/Multimedia Arts and other relevant subjects.

Essential Experience:

- Minimum two years of experience in publishing design, logo design, illustration, good knowledge of typography, and related fields. Preference will be given to candidates who have worked in the art and culture sector.
- Thorough knowledge of design software and digital media - Coral Draw, Adobe Design Software, etc.
- Should be well versed with MS Office and Google Docs.
- Good knowledge of English language both written and oral.
- Ability to work in a fast-paced environment.

Remuneration: Rs. 45,000/- per month.

3. Post: Consultant (Admin.)

No. of Post: 01 (One)

Duration of work: Initially for a period of one year, and extendable based on performance and requirement.

Age Limit: Not more than 65 years as on 31.03.2023.

Educational Qualifications: Master Degree in any discipline from any UGC recognized University.

Essential Experience:

- Minimum 10 years of experience at the level of Under Secretary or equivalent in any Government sector (Central/State/Autonomous Body/PSU).
- Experience in Administration/Accounts/Establishment/ Finance/Procurement.
- Should be well versed with MS Office.
- Good knowledge of English language both written and oral.
- Ability to work in a fast-paced environment.

Remuneration: Rs. 40,000/- per month.

OTHER DETAILS

Place of Posting: IGNCAs, New Delhi

Mode of Selection

Walk-in Interview. Candidates should come with all their documents, degree, experience certificates, samples of work.

Date of Interview: 11th April 2023 at 11:00 am

Place of Interview: IGNCAs, NMCM, 5th Floor, A Wing, Janpath Building, Janpath, New Delhi

Selected candidates will be required to join the duty immediately.

Candidates are requested to bring updated resume supported by self attested copies of testimonials. Candidates are requested to report at 10:00 am for verification of original certificates and only eligible candidates will be allowed to appear for the interview.

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

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, near Western Court, New Delhi-110001

APPLICATION FORM

Place for
affixing
Passport
size Photo

Application for the position: _____

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

Qualification	Year of Pass	University / Board	%Of Marks	Class / Division

Note: Originals of the testimonials should be produced at the time of verification / interview.

9. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post:
10. 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 / Total)	Pay / Emoluments drawn	Nature of duties in detail (attach sheets if required)

11. 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) Candidates should enclose a detailed CV.
 - (ii) Additional academic qualification.
 - (iii) Professional training.
 - (iv) Work experience over and above experience in the vacancy circular/ advertisement (Note: enclose a separate sheet if space is insufficient).
12. Additional details about the present employment. Please state whether working under: (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.

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 applicant)

Date: _____

Place: _____