

File: 1/108/2022-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
Hotel Janpath Building, Janpath, New Delhi-110001.

Dated: 12.08.2022

The Indira Gandhi National Centre for the Arts (IGNCA) an autonomous Trust under Ministry of Culture, Government of India intends to engage two Senior Consultant on contract basis in Accounts branch. The eligibility criteria are as under:-

SENIOR CONSULTANT (Two)

1. Essential qualification - Graduate in Commerce.
2. Experience - Retired Sr. Accounts Officer with minimum five years of experience/Accounts Officer with minimum eight years of experience of audit and Accounts/ budgeting/financial matters in Govt./ PSU/Autonomous Organisation is essential. Computer proficiency is an essential condition.
3. Work Profile - Administration/Accounts/ Finance/ Procurement
4. Maximum Age limit - Not exceeding 62 years as on 31.7.2022.
5. Remuneration - As per Govt. Rules
6. Duration of Work - Initially for one year which may be extended as per performance and requirement.

OTHERS TERMS AND CONDITIONS ARE AS UNDER:

LEAVE:

He/She shall be entitled for leave of 13 days for each completed calendar year of service. No other kind of leave shall be admissible under any circumstances.

WORKING HOURS:

- (i) He/She 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 his/her attendance in AEBAS mandatorily and failing which may result in deduction of remuneration.

DRAWAL OF PENSION:

- (i) The retired Govt. servant engaged as Sr. Consultant shall continue to draw pension and Dearness Relief on pension during the period of his engagement as Sr. Consultant.

TERMINATION OF CONTRACT

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

- (i) He/She is unable to address the assigned work.
- (ii) Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the IGNCA.
- (iii) He/She 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 requested to fill in the prescribed form given below, supported by self attested copies of testimonials and report one hour before the above schedule time. Walk-in-interview will be held on 23.08.2022 at 11:30 am in 2nd Floor, C-Wing, Conference Hall, IGNCA (Candidates are requested to report latest by 10:00 am) and bring original certificates for verification and 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.

Director(Admn)
IGNCA.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of Consultant

Recent
Passport size
Photograph

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

6. Date of retirement under Central/State :
Government Rules*
(*for candidates working under Govt. Sector)

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

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

8. Whether educational qualifications/professional qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same):

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	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)

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) 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)

12. Nature of present employment, if any :

13. Service to which belongs :

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

- a) Central Government
- b) State Government
- c) Autonomous organisation
- 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.

(Signature of the Candidate)

Date: