

Running Advertisement for the post of Project Associate and Project Assistant

Indira Gandhi National Centre for the Arts

(An Autonomous Trust under the Ministry of Culture)

Janpath Building, near Western Court, Janpath Road, New Delhi – 110001

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 following posts are being advertised for hiring Project Associates and Project Assistants for National Mission on Cultural Mapping (NMCM), IGNCA.

Project Assistants and Project Associates are being hired for language moderation and quality audit of the data and dossiers to be used for Cultural Mapping.

1. Post: Project Associate

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

Age Limit: Not more than 35 years.

Educational Qualifications and Experience: MPhil/Ph.D. Degree with 3 years of research experience in Anthropology/Folklore/Art History/History/English Language and Literature/ Sociology/Geography/ Performance Studies.

Or

5 years proven record of language and content editing experience in English with a Master's Degree.

Skills:

- Should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment.

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

2. **Post: Project Assistant**

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

Age Limit: Not more than 35 years.

Educational Qualifications and Experience: Master's Degree with minimum 2 years of research experience and proven record of language and content editing in English in Anthropology/Folklore/Art History/History/ English Language and Literature/ Sociology/Geography/ Performance Studies.

Skills:

- Should be well versed with MS Office, Google Docs and online mediums of editing.
- The ability to work in a fast-paced environment.

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

OTHER DETAILS

Place of Posting: IGNCA, Janpath, New Delhi

Date of the interview would be communicated to the eligible candidates separately.

Submission of Applications:

- (i) Candidates are required to fill in the prescribed form given below supported by a CV and self-attested copies of testimonials.
- (ii) Applications should be sent by mail to **nmc.ignca@gmail.com**
- (iii) Original of testimonials and proof of address should be produced for verification at the time of the interview.
- (iv) Only shortlisted candidates will be called for an interview.

Mode of Selection

Candidates should come with all their documents, degrees, experience certificates, and samples of work.

Place of Interview: 5th Floor, Wing – A, IGNCA, Janpath, New Delhi

Selected candidates will be required to join immediately.

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

This is a running advertisement for the post of Project Associate and Project Assistant. Interested candidates may send their CVs to the mail Id given above.

Interviews will be held periodically.

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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 and experience, 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	Work experience in detail (Language and content editing/ Research/ Publication)

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 qualifications.
 - (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.

Declaration

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: _____