

File No: 3/25/2022-SD/AM
Indira Gandhi National Centre for the Arts.
Janpath Building, Janpath Road, New Delhi 110001

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution 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 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.

Applications are invited for following positions on short term contract basis in IGNCA.

Project Associate , No. Of Posts : 02 (TWO):

Age	Not Exceeding 45 Years as on 01-01-2023
Initial Period of Engagement	One Year
Remuneration & Leave	Rs. 40,000/- Per Month (Consolidated), 13 days per year Non Accumulative.
Essential Qualification	1. MA/M Phil. in Indian History/Arts/Culture/Archaeology & Heritage Management from a UGC recognised University/Institution . 2. Minimum Two years experience of research work in Research Institute. 3. Excellent Academic records & Skilled on Computer, Typing.
Desirable Qualification	1. Fluency in Hindi & English. Knowledge of Brahmi/ Prakrit/ Maithali/Mithilakshar and any other language. 2. Knowledge of (Reading, Writing, Speaking) Mandarian, Korean, Thai, Cambodian language.

HR Manager No. Of Posts :01 (One)

Age	Not Exceeding 45 Years as on 01-01-2023
Initial Period of Engagement	One Year
Remuneration & Leave	Rs.60,000/- Per Month (Consolidated), 13 days per year Non Accumulative.
Essential Qualification	1. MBA in HR from a UGC recognised University/Institution . 2. Minimum 05 years experience. 3. Excellent Academic records & Skilled on Computer, Typing.

Photographer No. Of Posts :01(One)

Age	Not Exceeding 35 years as on 01-01-2023
Initial Period of Engagement	One Year
Remuneration & Leave	Rs30,000/- Per Month (Consolidated), 13 days per year Non Accumulative.
Essential Qualification	Diploma /PG diploma in Photography / Videography /Applied arts/Graphic arts/Multimedia arts and other Relevant Subjects.
Desirable Qualification	<ul style="list-style-type: none">• Minimum Two years of experience in Indoor, studio and outdoor photography.• Preference will be given to candidates who have worked in the art and culture sector.• Basic working knowledge of videographer.• Basic working knowledge of photo edit related software and digital media.• Proficiency in English & Hindi.

कनिष्ठ हिन्दी अनुवादक पदों की संख्या : 01 (एक)

आयु	01-01-2023 को 30 वर्ष से अधिक नहीं ।
अवधि	एक वर्ष
पारिश्रमिक	35,000/- रु. प्रति माह
शैक्षणिक योग्यता	मान्यता प्राप्त विश्वविद्यालय से हिंदी में स्नातकोत्तर की उपाधि तथा स्नातक स्तर पर अंग्रेजी एक विषय अथवा मान्यता प्राप्त विश्वविद्यालय से अंग्रेजी में स्नातकोत्तर की उपाधि तथा स्नातक स्तर पर हिंदी अनिवार्य विषय ।
अनुभव	क) अंग्रेजी से हिंदी व हिंदी से अंग्रेजी अनुवाद का कार्यानुभव हो । ख) हिंदी कम्प्यूटर एवं टंकण एप्लीकेशन का ज्ञान जैसे एम.एस.वर्ड, एक्सल एण्ड पावर पॉइन्ट (MS WORD, Excel, PPT) इत्यादि का ज्ञान होना चाहिए।

Project Associate (Teaching) No. Of Posts : 03

Age	Not Exceeding 30Years as on 01-01-2023
Initial Period of Engagement	One Year
Remuneration & Leave	Rs40,000/- Per Month (Consolidated), 13 days per year Non Accumulative.
Experiance	10 Years Experience in relevant field
Essential Qualification	Master Degree / M.Phil in Hindi/, English / from any reputed University. <ul style="list-style-type: none">• The Candidate must have adequate knowledge of MS Office /Computer Applications.• Candidate should have excellent communication skills.• Freshers and candidates with relevant Work experience are welcome..

Candidates are to fill up the form attached as Annexure 'A' carefully. Attach self attested photo copy of all documents mentioned in form. All original documents are to be produced at the time of interview.

Applications in the prescribed pro-forma as at Annexure-I should be sent to the Director (Admn.), Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, New Delhi - 110001, so as to reach within 10 days from the date of publication of the advertisement in the IGNC website. Only eligible candidates will be allowed to appear for interview.

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

Director(A)

Annexure-I

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the position of _____

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
(present age (as on))
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
e-mail ID.
Pan Card No. :
Aadhar No. :
5. Address (Permanent) :

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

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

7. 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):

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	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. Remarks: The candidates may indicate information with regard to
 - (i) Reports and special projects

- (ii) Awards/scholarships/official appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and
- (iv) Any other information
(Note: enclose a separate sheet, if space is insufficient)

(v) Service to which belongs :

(vi) 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)

