

**F.No.116/2022-SD/AM**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**SUTRADHARA DIVISION**  
**(ESTABLISHMENT SECTION)**

**Dated: 09.09.2022**

The Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the Ministry of Culture, Government of India intends to engage the following positions for the different projects purely on contractual basis initially for a period of one year. The eligibility criteria and other terms & conditions of engagement are as under:

**1. Project Associate – One**

Education Qualification:

1. MLIS or equivalent from any recognized University.
2. Diploma in Computer Application or equivalent from a reputed Institute.
3. At least 2 years experience of working with KOHA (ILMS) administration and implementation in a reputed Institute/Organization.
4. Adequate practical experience in working with Linux Administration and Digital Storage (SAN/NAS), its administration, and management.

Desirable Qualification:

1. Knowledge of IT/ICT tools & applications and H/W, S/W, and Networking Administration and Management.
2. Experience in Dspace Installation/maintenance.

Age Limit: Max 35 Years

Salary: Rs 40,000/- p.m. (consolidated)

Period: One year (which may be extended as per requirement and satisfactory performance).

Mode of Selection: Walk in Interview.

**2. Project Assistant- One**

Education Qualification:

1. B.Tech or BCA with 2 years experience in a reputed institute in handling ICT Tools and Technology
2. Knowledge of H/W, S/W, and Networking Administration and Management.

Desirable Qualification:

1. Knowledge of IT/ICT applications related to Library Management.
2. Knowledge of Linux Administration with Cisco Certificate CCNA.
3. Knowledge of database management and web technology.
4. Experience in Drupal/Dspace/KOHA Administration.

Salary: Rs. 30,000/- p.m. (Consolidated)

Age Limit: Max. 30 Years

Period: One year (which may be extended as per requirement and satisfactory performance).

Mode of Selection: Walk in Interview

### **3. JUNIOR ENGINEER (CIVIL) - One Position**

#### **Minimum Qualification**

Passed three years Diploma in Civil Engineering from a Recognized University **OR** State Technical Education Board with three years experience as Junior Engineer (Civil) in reputed organization.

**OR**

Passed B.E/B.Tech in Civil Engineering from any Recognized University with one year experience in reputed organization.

#### **Role and Responsibilities**

1. Role of Junior Engineer (Civil) in IGNCA is to take action for operation and maintenance of Civil Installations including Water Supply and Sewer disposal installed in the campus. He/she shall check attendance and deployment of contractor personals in IGNCA for Maintenance, Housekeeping and Security purpose.
2. Checking and follow up of complaints regarding faults in plumbing, water supply, carpentry, sanitary works, drainage, sewer and building repairs works.
3. Periodic inspection of buildings to note defects and follow up repair works.
4. Preparing Estimates of repair, maintenance and addition/alteration civil works.
5. Preparing draft N.I.T. and N.I.Q. justification for civil works.
6. Checking of measurements of works done by contractors and verifications of contractor's bills.
7. Uploading and downloading various tender documents on IGNCA website and other portals as required.
8. Preparation of estimates, CAD Drawings and Tender documents related with all kinds of civil works.
9. Supervision of all site works in respect of quality and quantity.
10. Knowledge of Maintaining Measurement Books.
11. Any other work as assigned by the (Consultant) Chief Engineer or any other Senior Official of IGNCA.
12. Maintenance of Stock Register and other documents for materials

**Remuneration** - Rs. 40,000/- per month (Rupees forty thousand per month)

**Period** - One year

**Age** - Not exceeding 35 years on the date of publication of the advertisement

**Mode of Selection** - Through Walk in Interview.

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials and report one hour before alongwith original certificates for verification. Only eligible candidates will be allowed to appear for the interview. The Walk-in-interview will be held on **21.09.2022 at 11:00 AM** at Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, New Delhi-110001. Candidates are requested to report latest by 10:00 AM.

The IGNCA reserves the right to accept any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for Walk-in-Interview and/or engagement shall be final.

Director(Admn)  
IGNCA

# Indira Gandhi National Centre for the Arts

Recent Passport  
size Photographs

Application for the Position of \_\_\_\_\_

1.	Name (in capital letters as it appears in the Matriculation Certificate)	
2.	Present Address with pin code	
3.	Permanent Address	
4.	Telephone No./Mobile No./E-mail/Fax No., if any	
5.	Nationality	
6.	Date of Birth	
7.	Age as on the date of publication of the Advertisement in the Newspaper	
8.	Sex (Male/Female)	
9.	Marital Status	
10.	Category (SC/ST/OBC/PH/General)	
11.	Additional information if any	

**Educational Qualifications (Descending order):**

<b>Sl No.</b>	<b>Class/ Degree</b>	<b>Year of Passing</b>	<b>University/Institution</b>	<b>Division</b>
1.				
2.				
3.				
4.				
5.				

**Professional Qualifications:**

<b>Sl No.</b>	<b>Course Name</b>	<b>Year of Passing</b>	<b>Organization/Institution</b>	<b>Grade/ % Marks</b>
1.				
2.				
3.				
4.				

**Technical Skills:**

<b>Sl. No.</b>	<b>Skills</b>
1.	
2.	
3.	
4.	

**Past Work Experience:**

Sl. No.	Name of Organization worked in	Years of Employment
1.		
2.		
3.		
4.		

Total experience in the relevant\_\_\_\_\_

**Dated:**

**Place:**

**(Signature of the  
Candidate)**

**Applicants should attach Self Attested photocopies of the following documents:**

1. Birth Certificate
2. Education and Professional Qualification Certificates.
3. Address Proof
4. Salary Slips/Bank Statement to verify the last 3 months salary in previous Organization
5. Any other documents in support of Qualifications & Experience.