

F.No.3/30/2021-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
JANPATH BUILDING, JANPATH, NEW DELHI-110001
(An Autonomous Body under the Ministry of Culture, Govt. of India)

The **Indira Gandhi National Centre for the Arts (IGNCA)** an autonomous body under the Ministry of Culture intends to engage the following positions on contract basis through Walk-in-Interview. The responsibility and eligibility criteria are as under:

I. Graphic Designer

1. Number of Positions: Two (02)

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

3. AGE : Not more than 40 years as on the last date of receipt of application.

4. REMUNERATION: Rs.40,000/- per month

5. ESSENTIAL QUALIFICATIONS:

- Master's Degree in Art History/Fine Arts/Political Science/Museology/History/English/Anthropology/Art and Culture Management related or allied field from any recognized University.
- Certificate course in Graphic Designing.

6. DESIRABLE QUALIFICATIONS:

- i) Minimum two years of experience in design related works.
- ii) Thorough knowledge of design software and digital media – Coral Draw, Photoshop, Illustrator etc.
- iii) Proficiency in MS Office
- iv) Proficiency in languages and communications in Hindi & English.

II. Hardware & Network Assistant

Number of Position: One (01)

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

AGE : Not more than 30 years as on the last date of receipt of application.

Job Responsibilities:

1. Support in Hardware and Software maintenance.
2. Maintenance of Leased Lines, Local network etc.
3. Support in webcasting

Essential Qualifications:

B.C.A or B.Sc. in Computer Science, Electronic, IT or equivalent degree from a recognized University.

Desirable Qualifications:

1. Knowledge of Operating System like Windows and Linux etc.
2. Knowledge of Hardware, Software, Network maintenance and other allied services.

Job Experience:

Two years in the relevant field.

- Period of Engagement - One Year
- Remuneration - Rs. 25,000/- per month

III. **Project Associates**

Number of position: Two (02)

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

AGE: Not more than 40 years as on the last date of receipt of application

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

Essential Qualification:

- Master's Degree in Folklore/Cultural Geography/performance studies/Humanities/Art History/Museology/History/Fine Arts/English/ Hindi/ Anthropology/Art and Culture Management and related or allied field from any recognized University.

Desirable Qualifications:

- Minimum five years of experience in research projects, programme coordination and project implementation. Preference will be given to candidates who have worked in the art, culture and media sector or Ph.D in relevant subject.
- Proficiency in MS Office, basic proposal writing and event management skills.
- Strong research and writing skills
- Very good written and oral communication skills in English and Hindi

Project Associates (Audio-Visual)

No. of position: (02)

Work Profile:

- i) The selected person should be able to perform editing on various non-linear editing systems.
- ii) She/he should be able to maintain the various projects in a way that make the related data and timeline easily accessible for future updating/modifications.

Essential Qualification:

- (i) Graduate in Arts/Humanities
- (ii) Degree/Diploma/Certificate in TV production with specification in Audio/Video Editing.
- (iii) 8+ years of experience of work with some cultural institution of repute.
- (iv) Well versed with final cut pro X and Adobe Premier pro.
- (v) Sound knowledge of handling You Tube Channel.
- (vi) Familiar with Graphic Software Adobe Photoshop and Coral Draw.
- (vii) Knowledge of Unicode Devanagari Translation.

Desirable Qualification: Knowledge and experience of editing of Vedic Recitations.

Age Limit: Not more than 45 years (as on last date of receipt of application)

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

IV. Consultants (Retired)

Number of position: Three (03)

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

AGE : Not more than 62 years as on the last date of receipt of application

REMUNERATION: Rs.35,000/- per month.

ESSENTIAL QUALIFICATION:

- i) Graduate from a recognized University.
- ii) Person retired from Central Government/State Government/PSU/Autonomous Bodies with Pay Level-8 and above on regular basis.

EXPERIENCE: At least 10 years of service experience

DESIRABLE:

- i) Consistently good service record.
- ii) Good knowledge of Govt. Rules in respect of Establishment matter, LTC, Medical, HBA, Tuition Fee and Leave Rules and also knowledge of MACP, appointment on regular basis as well as on contract basis.

V. Project Coordinator:

Number of position - 01

Age: Below 50 Years

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

Period: Initially for a period of 2 years which may further be extended.

Essential Qualification: Ph.D in Sanskrit Studies/ Philosophy/Vedic Literature/ History/Archaeology /Hindi from a recognized University/Institute.

Experience: Relevant experience in the field of promoting resources, educational planning and training etc.

Preference:

- i) Project/Programme Management skills
- ii) Ability to network with Institutions/individuals in Ancient Indian Knowledge/Wisdom/ passion and project record/ expertise in any of the chosen wisdom is necessary.

Travel: He/ She will be expected to travel within India in connection with official work. He/ She will be eligible for TA/DA as per the IGNCARules.

Place of Posting: He/ She will be posted in New Delhi.

VI. Project Assistant

Number of Positions: 05

Age: Preferably Below 40 Years

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

Period: Initially for a period of 2 years which may further be extended.

Essential Qualification:

1. Masters Degree in Social Science/Humanities, preferably in Cultural Anthropology/Archaeology/Art and Cultural Management/Folklore/Performance Studies/Mass Communication/Environment Studies/Human Ecology/Cultural Geography/Conservation/Fine Arts/Museology/Architect and other allied field from a Recognized University/Institute.
2. Masters Degree in Arts and Conservation with at least one year experience, Masters in Fine Arts/Museology, Architect and Cultural Studies and allied fields from a Recognized University/Institute.

Desirable:

- (i) Work experience in memory institution like archives, museums, libraries etc.
- (ii) Experience in documentation and research in areas related to art and culture.
- (iii) Experience or knowledge of cataloguing standards for objects, using museum software.
- (iv) Ability to coordinate with project work.
- (v) Good communication skill and good knowledge of computer.

Preference: Preference shall be given to excellent Computer knowledge and excellent written and verbal communication skills.

Travel: He/ She will be expected to travel within India in connection with official work. He/ She will be eligible for TA/DA as per the IGNCAs rules.

Place of Posting: He/ She will be posted in New Delhi.

Candidates are requested to bring duly filled in prescribed application form supported by self-attested copies of testimonials along with original certificates for verifications at the time of walk-in-interview held at Janpath Building, Janpath, New Delhi-110001. The date and time of walk-in-interview are as under:

Sl. No.	Name of the position	Date	time
1.	Project Co-ordinator	28.02.2022	10:00 AM
2.	Graphic Designer	02.03.2022	10:00 AM
3.	Hardware & Network Assistant	02.03.2022	10:00 AM
4.	Project Associates	04.03.2022	10:00 AM
5.	Consultant (Retired)	07.03.2022	10:00 AM
6.	Project Assistants	09.03.2022	10:00 AM

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.

Director (Admn.)



INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Janpath Building, Janpath Road New Delhi- 110001

APPLICATION FORM

Place for affixing
passport size
photo

Application for the post of: _____

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

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

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/ Nature of Work	Experience		
		From Total	To	

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) Candidates should enclose a detailed CV
- (ii) Additional academic qualification
- (iii) Professional training
- (iv) Work experience over and above prescribed in the vacancy circular/advertisement (Note: enclose a separate sheet, if space is insufficient)

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: _____