

File No. 3/25/2022-SD/AM
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 institution under the Ministry of Culture, Govt. 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, Coordinator, Project Associates, Project Assistants, and Personal Assistant** under 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 Co-ordinator

No. of Post: 01 (one)

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

Age Limit: Not more than 40 years as on 31.03.2024 (Can be relaxed for suitably appropriate candidates having thorough knowledge and experience in the given field).

Essential Qualifications and experience:

- Ph.D. Degree in Sociology/Folklore/History Political Science/Liberal Studies. Having 2-3 years post Ph.D. and field experience in the area of community and village studies, socio-political, history, Indian Arts & Culture and related fields.

Or

- 3-4 years of work experience in relevant field in Govt/Semi Govt/University/& institutions of repute.
- Soft skills - well versed with MS Office, Google Docs and other online platforms of editing.

Desirable: Efficiency in conducting meetings, conferences, workshops.

- Communication skills, having good command of English and Hindi both written and oral.

Desirable: Coordination and management with working groups.

- Ability to work in a fast-paced environment and stick to timelines.
- Should be able to promote the project in all social media for more visibility and public feedback,
- Published work if any.

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

Mode of Selection: Walk in Interview

Date of Interview:- 18.07.2024

Reporting Time: 9:30AM

Place of Interview:- Mission Director, NMCM, 5th Floor, Room No-506, IGNCA, Janpath, New Delhi-110001.

2. Post: Project Associate

No. of Post: - 02 (two)

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

Age Limit: not more than 35 years as on 31.03.2024

Essential Qualification & Experience: -

- PhD. in Folklore/Linguistics/Sociology/Art History/History and Ethnology with specific research in cultural studies, heritage studies, village or community specific study

or

- 3-4 years of excellent research experience and working in Government/Semi Govt./Autonomous or in reputed institution/organization with specific research in cultural studies, sociolinguistics, community and village studies.

- **Soft Skills:**

- Should be well-versed with computer applications (MS Office) and editing.
- Good communication skill.

Desirable:

- Should be well versed in making, preparing research oriented proposals.
- Good communication in English and Hindi (both written and oral).
- Ability to work in a fast-paced environment. ,
- Should be able to promote the project in all social media for more visibility and public feedback,

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

Mode of Selection: Walk in Interview

Date of Interview:- 18.07.2024

Reporting Time: 9:30AM

Place of Interview:- Mission Director ,NMCM ,5th Floor, Room No-506, IGNC, Janpath, New Delhi-110001.

3. Post: Project Assistant

No. of Posts: - 08 (eight)

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

Age Limit: Not more than 30 years as on 31.03.2024.

Essential Qualifications and Experience:

- Master's Degree in History/Community and Village Studies.

Soft Skills:

- Should be well versed with MS Office, Google Docs and online mediums of editing.

Desirable:

- Minimum 2 years of research experience of working in Government/Semi Govt./Universities or reputed organization in the respective field with specific research in cultural studies, heritage studies, community and village studies.
- Should be well versed in making/preparing research oriented proposals.
- Excellent communication skills.
- The ability to work in a fast-paced environment.
- should be able to promote the project in all social media for more visibility and public feedback,
- should be able to promote the project in all social media for more visibility and public feedback,
- Published work if any.

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

Mode of Selection: Walk in Interview

Date of Interview: - 18.07.2024

Reporting Time: 1:30PM

Place of Interview: - Mission Director , NMCM ,5th Floor, Room No-506, IGNC A , Janpath, New Delhi-110001.

Post: Personal Assistant

No. of Posts: - 01 (one)

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

Age Limit: Not more than 45 years as on 31.03.2024.

Essential Qualifications and Experience:

- Bachelor's Degree from any recognized university.
- Minimum 4-5 years of relevant working experience in secretarial assistance (taking dictations and typing letters, maintaining confidentiality of office records/documents) knowledge of Hindi/English typing @ 100wpm. , appointments etc.
- Organizing& assistance in organizing programmes, maintaining the office records, and arranging meeting.
- Excellent communication skills.
- The ability to work in a fast-paced environment.
- Should be efficient in taking dictation and typing/drafting letters/documents/ research papers in Hindi/English.
- Compiling and preparing reports, presentations and correspondence.
- Assisting in meetings, follow-up and liasoning with artist and scholars.

Soft Skills:

- Should be well versed with MS Office.
- Should take dictations in shorthand with at least

Remuneration: Rs. 30,000- per month.

Mode of Selection: Walk in Interview

Date of Interview:- 18.07.2024

Reporting Time: 9:30AM

Place of Interview:- Mission Director ,NMCM ,5th Floor, Room No-506, IGNC, Janpath, New Delhi-110001.

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) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
e-mail ID.
5. Address (Permanent) :
6. Aadhar No. :
7. PAN Card No. :
8. Educational Qualifications (beginning with Matriculation, onwards) :

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

9. 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):
10. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

11. 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)

12. 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)

13. 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)

14. Service to which belongs :

15. 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)