

File No. 3/18/2019- SD/AM (28 /2019)

Indira Gandhi National Centre for the Arts
(An Autonomous Trust under the Ministry of Culture, Govt. of India)
No.11, Man Singh Road, New Delhi-110 001

Dated:11th November, 2019

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage one position each of **Consultant(Library Administration)** and **Office Assistant(Finance & Accounts)** for Kala Nidhi Division of IGNCA. The engagement of these will purely be on contract basis only, initially for one year, which may be extended as per requirement and satisfactory performance. Eligibility criteria of both positions are as under: -

(i) Name of Position : Consultant (Library Administration)

Number of Position : **One**

Duration : **One Year**

Remuneration : Rs.30,000/=

Age limit : Maximum age limit shall not be more than 65 years as on 20th November, 2019

Educational Qualifications: **Graduation plus B.LIB with minimum 55 marks**

Experience Required: Minimum 15 years of experience of working/worked as Assistant Librarian or above in Libraries of Central/State Government, Recognized Universities and Central/State Govt. Autonomous Bodies

Job Responsibilities : **As may be decided by the IGNCA**

Mode of Selection: Walk-in-Interview

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(ii) Office Assistant (Finance & Accounts)

Number of Position : **One**

Duration : **One Year**

Remuneration : Rs.25,000/= per month

Age limit : Maximum age limit shall not be more than 65 years as on 20th November, 2019.

Educational Qualifications: M.Com with minimum 55% marks from a Recognized University

Experience Required: Minimum 10 years of experience in dealing with Finance and Accounts in the Offices of Central/State Government and/or Central/State Autonomous Bodies.

Mode of Selection: Walk-in-Interview

Candidates are requested to fill in the prescribed form given below and **must bring it**, along with the supported by self-attested copies of testimonials and experience certificates, etc., on the date and time of the Walk-in-Interview.

The Walk-in-Interviews for both the above-mentioned positions will be held on Wednesday, 20th November, 2019, in the Kala Nidhi Division, IGNSA, 2nd Floor, 11 Mansingh Road, New Delhi (Nearest Metro Station: Central Secretariat (Gate No.2). Candidates are requested to report sharply at **10.00 am on 20th November, 2019** for verification of testimonials and experience certificates, etc. Candidates reaching the venue on the said date after 11.00 AM, and without the required documents shall **not** be allowed to appear for walk-in-interviews. Only eligible candidates, meeting the above criteria, will be allowed to appear for interviews. Candidates are requested to bring original certificates, etc. for verification only.

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

Director (L&I)
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8. 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):

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, 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)

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) 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)

12. 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)

13. Service to which belongs :

14. Nature of present employment if any. :

15. Additional details about present employment. Please state whether working under:

- (a) Central Government
- (b) State Government
- (c) Autonomous organization
- (d) Government undertaking
- (e) Universities

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)

Date: