

File No:3/29/2018 SD/AM Adv. No. 16/2018
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-110001

The Indira Gandhi National Centre for the Arts (IGNCA) intends to engage following staff on contractual basis for accessioning, cataloging, classification and data entry of books of the collection of Dr. Devendra Swaroop housed in Kala Nidhi Division. The engagement will be a period of six months.

(1) Project Assistant:

No. of Position : One
Educational Qualification : B.Lib/ M.Lib
Experience : one year experience in relevant field.
Duration : Six months
Remuneration : Rs. 16,858/- per month.
Age Limit : Not more than 35 years as on 16.5.2018.

(2) Data Entry Operator:

No. of Position : Two
Educational Qualification : B.Lib & one year diploma in Computer Application and Knowledge of KOHA.
Experience : One year experience in relevant field.
Duration : Six months
Remuneration : Rs. 15,296/- per month.
Age Limit : Not more than 35 years as on 16.5.2018.

(3) Library Attendant:

No. of Position : Two
Educational Qualification : Diploma Course/ Certificate Course in Library Science with experience : One year experience in relevant field
Duration : Six months
Remuneration : Rs. 15,296/- per month.
Age Limit : Not more than 30 years as on 16.5.2018.

Place of Posting: IGNCA, New Delhi.

Mode of Selection:

Written and Practical tests followed by Interview.

Leave:

He/she will be entitled for leave @ two and half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstances.

Note:

Skill tests (written & practical) may also be conducted on the same day before the Interview.

Candidates are requested to appear with the self-attested copies of testimonials. Walk-in-Interview will be held on 16th May, 2018 in the Kalanidhi Division, IGNC A, 2nd Floor, 11 Mansingh Road, New Delhi - 110001. (Nearest Metro Station, Central Secretariat Gate No.2). Candidates are requested to report at 10:00 a.m. for written and practical tests and only shortlisted candidates will be allowed to appear for interview. Candidates are requested to bring original certificates for verification.

The IGNC A reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGNC A regarding selection of application for interview and/or engagement shall be final.

Director (A)
IGNC A

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
C.V. Mess, Janpath, New Delhi-110001

Application form for the Position of _____

Recent
Passport size
Photograph

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (Age as on 07/05/18) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile/email ID
5. Address (Permanent) :

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

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

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

8. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution/Organization	Post held	From & To	Nature of duties In detail (attach Separate sheets, If required)

9. 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)

10. 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)

Date: