

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 Trust under the Ministry of Culture, Government 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 post is being advertised for hiring Office Assistant cum Data Entry Operator for National Mission on Cultural Mapping (NMCM), IGNCA.

Post: Office Assistant cum Data Entry Operator

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 30 years as on 1.07.2022.

Educational Qualifications: Graduation from any UGC-recognized University.

Essential Requirement: Knowledge of MS office, shorthand, and google docs.

Experience:

- Minimum 1 year of experience as an Office Assistant, Data Entry Operator.
- Good knowledge of the English language both written and oral.
- The ability to work in a fast-paced environment.
- Preference would be given to candidates who have experience in handling cultural documents related to village India.

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

OTHER DETAILS

Place of Posting: IGNC A, New Delhi

Mode of Selection

Walk-in-Interview. Candidates should come with all their documents, degree, and experience certificates.

Date of Interview: 23. 06.2022

Time: 11.00 AM

Reporting Time: 10.00 AM

Place of Interview: IGNC A, New Delhi

Selected candidates will be required to join the duty on 01. 07. 2022

Submission of Application: Candidates are required to fill in the prescribed form given below supported by a CV and self-attested copies of testimonials and submit them to the IGNC A during the Interview. Original of the testimonials and proof of address should be produced for verification at the time of the Interview.

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

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
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APPLICATION FORM

Place for
affixing
Passport
size Photo

Application for the position: _____

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

Qualification	Year of Pass	University / Board	% of Marks	Class / Division

Note: Originals of the testimonials should be produced at the time of verification / interview.

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 you signature, if the space below is insufficient.

Office/ Institution	Post held	Experience (From / To / Total)	Pay / Emoluments drawn	Nature of duties in detail (attach 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) Candidates should enclose a detailed CV.
 - (ii) Additional academic qualification.
 - (iii) Professional training.

(iv) Work experience over and above experience in the vacancy circular/ advertisement (Note: enclose a separate sheet if space is insufficient).

12. Additional details about the present employment. Please state whether working under: (a) Central Government (b) Autonomous organisation (c) Public Sector Undertaking.

(Signature of the applicant)

Date: _____

Place: _____
