

File No: 12/69/2023-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Ministry of Culture, Government of India
REGIONAL CENTRE (North East), GUWAHATI
Hem Chandra Road, Uzan Bazar, Guwahati -7810001

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution of the Ministry of Culture, Government of India, is encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. 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 IGNCA Regional Centre (North East) Guwahati covers the eight states of North East India. The Centre intends **to engage on contractual basis** the following personnel to work under the overall supervision and guidance of the Regional Director:

1. Name of Position :Programme Assistant

- **Number of position** - 01
- **Place of posting** - Guwahati
- **Tenure** - Initially for a period of one year (renewable based on performance review and requirement)
- **Salary** - Consolidated remuneration of Rs. 30,000/- p.m.
- **Age** - Not exceeding 40 years as on 01.01.2023

Educational Qualifications:

- Master's degree in Arts/Humanities/Mass Communication/ Cultural Studies/related or allied field from a recognized University.
- Knowledge of computer applications. Well-versed in MS Office.

Experience:

- Minimum 2 years of relevant working experience in organizing/managing programmes/events in the arts and culture space either in an individual capacity or as part of a government or non-government organization and/or interacting/working in a mass media environment.

Desirable:

- Awareness and/or knowledge of the local art forms. Good written and oral communication skills in English, Hindi and a major local language of the North East. Knowledge of proposal and report writing. Willingness to travel widely in order to conduct programmes across all North Eastern States.

2. Name of Position : PS to Regional Director

- **Number of position** - 01
- **Place of posting** - Guwahati
- **Tenure** - Initially for a period of one year (renewable based on performance review and requirement)

- **Salary** - Consolidated remuneration of Rs. 20,000/- p.m.
- **Age** - Not exceeding 40 years as on 01.01.2023.

Educational Qualifications:

- Bachelor's degree from a recognized University.
- Diploma or certificate in Computer Application/ Desktop Publishing from a recognized institution (Preferably from a Government or Autonomous organization). Well-versed in MS Office.

Desirable:

- Diploma or certificate in Personal Secretary/ Personal Assistant from a recognized institution.

Experience:

- Minimum 1 year of relevant working experience in office management/ secretarial work/ private secretary/personal assistant, as part of a government/ non-government/ private sector organization.
- Good typing skills. Good written and oral communication skills in English, Hindi and a major local language of the North East. Travelling across the North Eastern States.

Submission of Application

Applications in the prescribed proforma as at Annexure-I should be sent to the **Regional Director, North East Regional Centre, Indira Gandhi National Centre for the Arts, First Floor, House No.5, Hem Chandra Road, Uzan Bazar, Guwahati 7810001** so as to reach before **26.05.2023**. Only eligible candidates will be allowed to appear for interview.

The IGCA reserves the right to reject any applications on valid ground. The decision of the IGCA regarding selection of applicant for interview shall be final and binding.

DIRECTOR(A)
IGCA

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE (NORTH EAST), GUWAHATI
Hem Chandra Road, Uzan Bazaar, Guwahati 7810001**

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 to be produced at the time of verification/interview.

9. Please state clearly whether in the light of the 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	Experience From (m/y)- To (m/y) (Total duration in bracket)	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:[Candidates should enclose a detailed CV]
- (i) Additional academic qualification:
 - (ii) Professional training:
 - (iii) 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 (d) Other

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: _____