

Vacancy Circular

F.No.4/6/2016-SD/AM- Adv. No.27/2018)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under Ministry of Culture, Govt. Of India)
C.V. Mess, Janpath, New Delhi – 110 001.

Dated 04th July, 2018

Advertisement for filling up the position of Director(Administration), Indira Gandhi National Centre for the Arts

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the Ministry of Culture, invites applications in the prescribed format for the position of Director(Administration) in IGNCA, New Delhi. The method of appointment will be on Direct recruitment/ Transfer/Transfer on Deputation/Re-employment/Short Term Contract basis - PB-4 - Rs.37,400-67,000/- with Grade Pay of Rs.8,700/-(Pre-Revised)).

Educational and Other qualifications/Experience for direct recruitment:

Essential:

- (i) Degree from a recognised University
- (ii) Must have 15 years' experience in office management/financial management & personnel management in a supervisory capacity in the Central/State/Autonomous Institutes/Universities including

5 years' experience in a post in PB-3 Rs. 15,600-39,100 with Grade Pay Rs. 7,600/-
Or

10 years' combined experience in posts in PB-3 Rs. 15,600-39,100 with Grade Pay Rs. 7,600/- & Rs. 6,600/-.

Desirable:

- (i) Experience in handling legal cases
- (ii) Thorough knowledge of Indian Art & Culture
- (iii) Knowledge of computers
- (iv) Experience of managing projects/holding of Exhibitions/Seminars/Conferences.

Age Limit: Ordinarily not exceeding 55 years for Direct Recruits

I. Transfer/Transfer on deputation

Officers of Central/State Governments/Autonomous Bodies and Universities having qualifications and experience as prescribed for direct recruitment.

II Re-employment/short term contract

Retired officers of Central/State Government/Autonomous Bodies and Universities having qualifications and experience as prescribed above for direct recruitment.

Closing Date:

Applications of the eligible and interested candidates, as in the prescribed proforma as at Annexure-I, along with complete details, should be sent to Under Secretary (Estt.), Indira Gandhi National Centre Arts, CV Mess Building, Janpath, New Delhi 110 001 so as to reach within 30 days from the date of publication of the advertisement in the Employment News. The IGNCA reserves the right to accept or reject any application on valid ground.

Applications of those already working should be submitted through proper channel.



