

## **VACANCY CIRCULAR**

Dated June, 2016

### **INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

#### **Advertisement for filling up the position of Deputy Secretary, Indira Gandhi National Centre for the Arts**

Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous Trust under the administrative control of Ministry of Culture, invites applications in the prescribed format for the position of Deputy Secretary in IGNCA, New Delhi. The appointment will be on deputation/contract/promotion basis in PB-3 Rs.15600-39100 with grade pay of Rs.7600/-. In case an internal candidate is selected, the appointment will be deemed to be on promotion.

#### **Eligibility Criteria:**

##### **Educational and Other qualifications/Experience:**

- (i) Persons (i) holding analogous posts or (ii) having 5 (five) years' service in a responsible post in the Grade Pay of Rs.6600/- in Government/Public Sector Undertakings/Universities/Academic and Research Institutions/Autonomous Organizations and having:
- (1) Degree from a recognized University
  - (2) Dealing with personnel and / or financial matters
  - (3) Age not exceeding 55 years'

#### **Closing Date:**

Applications in the prescribed proforma should be sent to the Director(Admn.), IGNCA, 11, Mansingh Road, 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.

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**

**Application form for the post of Deputy Secretary**

Recent Passport size Photograph
---------------------------------------

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence with :  
Ph Nos. Office/Res./Mobile
  
5. Address (Permanent) :
  
  
6. Date of retirement under Central/State :  
Government Rules\*  
(\*for candidates working under Govt. Sector)
  
7. Educational Qualifications (beginning with Matriculation, onwards) :

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

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. In case the present employment is held on deputation/contract basis please state:

- (a) The date of initial appointment
- (b) Period of appointment on contract basis
- (c) The pay scale presently held
- (d) The current pay scale in your parent organization (if you had been there):
- (e) Name of the parent office/organization to which you belong  
(Note: enclose a separate sheet, if space is insufficient)

12. 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)

13. 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)

14. Service to which belongs :

15. Nature of present employment i.e. ad-hoc or (temporary) quasi-permanent or permanent

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

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

17. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

18. Existing total emoluments drawn per month

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:

**Forwarding Note by the Employer**

It is certified that:

- (i) Information given in the above proforma is correct as per the service record of the applicant
- (ii) The applicant is clear from vigilance angle
- (iii) The integrity of the applicant is beyond doubt
- (iv) That no major/minor penalty has been imposed on the applicant in last 10 years
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- (vi) The ACR Dossier of the applicant for the last 5 years is enclosed with the application

(Signature with seal of the authorized signatory on behalf of the employer)