

Indira Gandhi National Centre for the Arts

(An Autonomous Trust under the Ministry of Culture, Govt. of India)

Janpath Building, Janpath, New Delhi – 110001

Dated: 19-05-2023

Advertisement for filling up the posts of Library and Information Assistant in 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 filling up the positions of Library & Information Assistant in IGNCA. The appointment will be on Direct Recruitment basis in PB-2, Rs.9,300 – 34,800 + Grade Pay of Rs. 4200/-.

Number of Post: 07 (Seven)

Eligibility Criteria:

Age limit: Not exceeding 30 years as on 30 April 2023 (Relaxable for Govt. servant to five years in accordance with the instructions or orders issued by the Central Govt.) SC/ST & PH reservation will be followed as per Govt. Rules.

Educational and other qualifications/experience:

Essential:

- (i) Bachelor's Degree in Library Science, or Library & Information Science of recognized University/Institute.
- (ii) Two years Professional experience of Central/State Govt./Autonomous or statutory Organization/PSU/University or Recognized Research or Educational Institutional.

Note: The qualifications regarding experience is/are relaxable at the discretion of the Competent Authority in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, if any staged of selection, the Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved to them.

Period of Probation: Two Years

Closing Date:

Applications in the prescribed proforma as at Annexure-I should be sent to the Director (Admn.), Indira Gandhi National Centre for the Arts, Janpath 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**. Only eligible candidates will be allowed to appear for interview. Those working in any organisation should submit their application through proper channel.

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

Director (A)

12. 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):

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

14. 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)

15. 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/deputation 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)

16. 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)

17. 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)

18. Service to which belongs :

19. Nature of present employment i.e. ad-hoc or (temporary) quasi-permanent or permanent
20. Additional details about present employment. Please state whether working under:
- (a) Central Government
 - (b) State Government
 - (c) Autonomous organization
 - (d) Government undertaking
 - (e) Universities
21. 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
22. 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:

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

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
Name & Designation
(Office Seal)