

## VACANCY CIRCULAR

No. 16-22/2014-Akademies

Dated September, 2014

Government of India  
Ministry of Culture

### Advertisement for filling up the post of Member Secretary, Indira Gandhi National Centre for the Arts (IGNCA).

Indira Gandhi National Centre for the Arts (IGNCA), New Delhi, an autonomous Trust under Ministry of Culture invites applications in the prescribed proforma for the position of Member Secretary. The appointment will be on deputation or contract basis for a period not exceeding 5 years at a time in the HAG scale of Rs. 67,000-79,000 or the Apex Scale of Rs. 80,000 (fixed), depending upon the qualifications of the candidate selected.

#### Job Description:

The Member –Secretary of the Trust shall be the Chief Executive Officer of the IGNCA. All decisions of the Trustees and/ or the Executive Committee shall be implemented or cause to be implemented through the Member – Secretary. The officers and staff of the IGNCA shall be under the day-to-day administrative control, supervision and direction of the Member-Secretary. The Member Secretary shall exercise all such powers and authority as may be necessary for the purpose of executing the decisions of the Trustees and the Executive Committee and for the conduct and management of the offices of the IGNCA.

#### Eligibility for Direct Recruitment to the Post

- 1) Age : Not exceeding 65 years as on 31.08.2014
- 2) Educational & Other Qualifications
  - (i) Master Degree in the discipline of Indian Languages/ Archaeology/ Anthropology/ Art History/ Ethnology/ Humanities/ Information Technology/ Social Sciences.
  - (ii) 15 years experience in the following areas:
    - (a) Teaching and research in a University or any well established Institution devoted to higher learning; and / or
    - (b) Administrative experience as Head of a Department of any large Organization, including a University/ National or International Institute of advanced learning.

#### Note. 1:

A Doctorate degree, published research paper in reputed journals and capacity to guide and provide leadership for interdisciplinary academic work of a high order, will be desirable.

#### Note. 2:

Qualifications, experience and age are relaxable at the discretion of the competent authority in case of candidates otherwise well qualified.

P.T.O.

The selection will be based on the recommendations of the Search-cum-Selection Committee to be constituted in terms of the instructions/ orders of the Central Government in force.

**Eligibility for Recruitment by Deputation**

- a) Senior Professors, Vice Chancellors and other persons holding posts at the highest level in Universities/ Institutions of Higher Learning/ Academic Institutions/ Research Institutions or Organizations of National or International repute.
- b) Officers of the Central/ State Government/ Union Territories, Autonomous Organization of the Centre/ State/ Union Territories, Professors of Universities or Chiefs of Statutory Organizations who have worked or are working in posts in the pre-revised scale of Rs. 22400-525-24500/- / Rs. 26000/- (fixed) or the revised HAG scale (PB-4) of Rs. 67,000-79000 or the Apex Scale of Rs. 80,000/- (fixed).

Or

Officers under the Central Government/ State Government/ Union Territories, Universities/ Autonomous Bodies or Statutory organisations, with at least five years of regular service in the pre-revised scale of Rs. 18400-500-22400 or the revised scale (PB-4) of Rs. 37400-67000+Grade Pay Rs. 10000/- or equivalent.

**Closing date:**

Shortlisted candidates will be called for interview. Candidates applying on deputation basis have to forward their applications through proper channel with complete and up to date CR dossier (performance report in the case of applicant from Private Sector) for the last 5 years (2009-10 to 2013-14) along with integrity and vigilance clearance certificate. Application in the enclosed proforma should be sent to the Office of the President, Indira Gandhi National Centre for the Arts, C.V. Mess Building, Janpath, New Delhi – 110 001 so as to reach that office within 30 days from the date of publication of advertisement in the Newspapers. The Government of India reserves the right to accept or reject any application.

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**PROFORMA FOR APPLICATIONS FOR THE POST OF**  
**MEMBER SECRETARY, IGNCA**

1. Name and address (in Block Letters):
2. Date of Birth (in Christian era):
3. Educational Qualifications:
4. Whether educational qualifications and experience required for the post are satisfied:

Qualification/  
Experience required

Qualification/  
Experience possessed by the applicant

- (1)
- (2)
- (3)
- (4)
- (5)

5. Please state whether in the light of entries made above, you meet the requirements of the post:
6. Name and address of present employer/ Organization:
7. Present pay scale and total emoluments per month now being drawn:
8. Date of joining/ retirement from service:
9. Details of employment; in chronological order starting with latest one. (Enclose a separate sheet duly authenticated with your signatures, if the space in the table below is insufficient):

S. No.	Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties

10. Major Academic/ professional achievements:
11. Additional information, if any:
12. Please state whether you are applying for deputation or contract employment:
13. Whether you belong to SC/ST/OBC:

I certify that facts given in the application form are true and correct. I have carefully gone through the vacancy circular/ advertisement and I am well aware that while making selection for the post, the Search-cum-Selection Committee is at liberty to consider short listing/ selecting a person who may not have applied for the post in pursuance of the vacancy circular/ advertisement issued.

Signature of the Candidate

Name, address and contact details

Date:

Countersigned

Employer with Seal



**Government of India  
Ministry of Culture**

Ministry of Culture, Government of India, proposes to fill up the position of **Member Secretary in Indira Gandhi National Centre for the Arts (IGNCA), New Delhi** an autonomous Trust under the Ministry, on deputation or contract basis for a period not exceeding 5 years, in the HAG scale of Rs. 67,000-79,000 or the apex scale of Rs. 80,000 (fixed), depending upon the qualifications of the candidate selected.

Last date for receipt of applications is **within 30 days from the date of advertisement**. For details, please refer to the vacancy circular published on the official websites: [www.indiaculture.gov.in](http://www.indiaculture.gov.in) or [www.ignca.nic.in](http://www.ignca.nic.in)

F.NO. 16-22/2014-Akademies,

dated September, 2014

भारत सरकार  
संस्कृति मंत्रालय

संस्कृति मंत्रालय, भारत सरकार अपने नियंत्रणाधीन एक स्वायत्त न्यास इंदिरा गांधी राष्ट्रीय कला केन्द्र (आईजीएनसीए), नई दिल्ली में सदस्य सचिव के एक पद को भरने का प्रस्ताव रखता है। यह पद चयनित उम्मीदवार की योग्यताओं के आधार पर 67,000 - 79,000/- रु. के एचएजी वेतनमान अथवा 80,000 (निर्धारित) के शीर्ष वेतनमान में पांच वर्षों की अधिकतम अवधि के लिए प्रतिनियुक्ति अथवा संविदा आधार पर होगा।

आवेदन पत्र प्राप्त करने की अंतिम तारीख विज्ञापन की तारीख से 30 दिन तक होगी। अधिक जानकारी के लिए कृपया आधिकारिक वेबसाइटों : [www.indiaculture.gov.in](http://www.indiaculture.gov.in) अथवा [www.ignca.nic.in](http://www.ignca.nic.in) पर प्रकाशित रिक्ति परिपत्र देखें।

फा.सं. 16-22/2014-अकादमी

दिनांक

सितम्बर, 2014