

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Organization under Ministry of Culture, Govt. of India)
C.V. Mess, Janpath, New Delhi-110001.

Applications are invited for the following posts to be filled up on deputation (foreign service terms) for a period of 3 years:-

Name of the post	Pay Band + Grade Pay	Age Limit
Director(Admn.	PB4 Rs.37400-67000 + Rs.8700/-	55 years
Dy. Librarian	PB3 Rs.15600-39100 + Rs.7600/-	50 years

1. Director (Admn.) – Officers of Central/State Govt./Autonomous Bodies and Universities having the following qualifications may apply for the post:

Educational Qualification

Essential

- i) Degree from a recognized University.
- ii) Must have not less than 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 the scale of Rs.12000-16500/- (pre-revised) (in revised pay band of PB3 Rs.15600-39100/- with grade pay Rs.7600/-) or equivalent post.

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

2. Deputy Librarian – Officers in Ministries/Department of Central/State Govt./Autonomous organizations/Universities/Recognized Research Institutions/Leading Libraries holding analogous post with atleast 5 years experience in the pre-revised scale of pay of Rs.10000-15200/- or above (in revised Pay Band of PB3 Rs.15600-39100 with Grade Pay of Rs.6600) with the following qualifications may apply for the post:-

Educational Qualifications

Essential

- i) Master's Degree in Library Science/Information Science/ Documentation.
- ii) One year specialization in an area of Information Technology/ Archives and Manuscript keeping or Master's Degree in an area of thrust in the Institution.
- iii) Five years' experience in a reputed Library in the scale of Rs.10000-15200.

Desirable

M.Phil/Ph.D. Degree in Library Science/Information Science/ Documentation/Archives and Manuscript Keeping.

The standard terms and conditions will be in accordance with the instructions issued by Government of India, Department Personnel and Training from time to time.

The applications in the prescribed performa from eligible officers who are interested and could be relieved immediately may be forwarded through proper channel to the Under Secretary (Administration) within 30 days of the date of publication of this advertisement in the Employment News.

Under Secretary(Administration)

Proforma for the post of Director (Admn.)

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence :

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	Scale of pay & Basic 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) professional training
- (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement.

(Note : Enclose a separate sheet, if the 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 the space is insufficient.)

14. Service to which belong

15. Whether belongs to SC/ST/OBC

16. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent

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

(a) Central Government

(b) State Government

(c) Autonomous organization

(d) Government undertaking

(e) Universities

18. 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

19. 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.

Date :

(Signature of the Candidate)

Countersigned

(Employer with seal)

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 (2003-04 to 2007-08) is enclosed with the application

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