

**F.No.3/15/2009-SD/AM**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**(An Autonomous Trust Under the Ministry of Culture, Government of India)**  
**C.V. Mess, Janpath, New Delhi-110001**

**Filling up of the Post of Sr. Reprography Officer**

Indira Gandhi National Centre for the Arts (IGNCA) an autonomous organization under the Ministry of Tourism and Culture invites application in the prescribed format for the post of **Sr. Reprographic Officer** in the pay band of PB-3 Rs.15600-39100 with Grade pay Rs.6600/-to be filled up on Deputation /short term contract basis for a period of three years from Officers working in Ministry/ Deptt. of Central/State Government/ Autonomous Organization/ Public Sector Undertaking or any other person having -.

(1) Qualification and Experience :

(a) Essential :- (a) Degree from a recognized University (ii) Diploma in Micrography/ Reprography/ Photography (iii) 8 years experience in micro-graphics/reprographics and production of slides out of which 5 years should be in a senior supervisory capacity. (iv) Should be conversant with latest techniques in micrographic like CAR and COM systems.

(b) Desirable :-

Knowledge of conservation and preservation of negatives and positives.

[Note – For deputation the applicant should be a Reprography Officer in an organization with 5years service in PB3 Rs.15600-39100 with Grade Pay Rs 5400/- and having qualification & experience mentioned above:]

(2) Age: Below 56years

Applications of interested and eligible persons should reach, through proper channel, the Under Secretary (Admn.) IGNCA, C.V. Mess, Janpath, New Delhi-110001 within 30 days from the date of publication of the advertisement in the Employment News along with complete up to date Confidential Report Dossier for the last 5 years and vigilance clearance. Further details can be had from [www.ignca.nic.in](http://www.ignca.nic.in)

(T.Bhattacharyya)  
Under Secretary

**Proforma for application**

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) :

<b>Qualification</b>	<b>Year of Passing</b>	<b>University/ Institution</b>	<b>% of marks</b>	<b>Class/ Division</b>

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)**