

File No: 3/63/2008-SD/AM (Vol.I)
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
REGIONAL CENTRE, VARANASI
(Ministry of Culture, Government of India)
Parshvanath Vidyapeeth Campus
I.T.I. Road, Karaundi, Varanasi - 221005, (U.P.) India

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Government of India having its Regional Centre at Varanasi is visualized as a Centre encompassing the study of all arts, especially in their dimension of interrelationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach of the centre in all its work is multi-disciplinary and holistic.

The Regional Centre in Varanasi is a nodal centre for research, archival, and documentation in arts. The Centre has initiated several traditional Shastric research projects and academic activities focusing on the cultural heritage of India. Under the RC Varanasi along with major works of the Kalatattvakosa Series, editing and translation of various texts of Kalamulasastra Granthamala; The collection and translation of the basic material for the Kalatattvakosa from various scriptures, manuscripts written in Sanskrit, Pali, and Prakrit language along with its presentation and additionally to convene diverse exhibitions, workshops and seminars in the specified time period are also accommodated in the agenda of the Regional Center.

The IGNCA RCV intends to engage one position of “**PS to Regional Director**” on Contract basis.

Details of the Position:

- **Name of Position : PS to Regional Director**
- **Number of Position : One**
- **Remuneration : Rs. 20,000/- per month**
- **Period : One year**
- **Age : Not exceeding 35 years as on 01.01.2023**
- **Place of Posting : Varanasi**

Educational Qualification:

1. Bachelor’s degree from a recognized University.
2. Diploma or certificate in Computer Application / Desktop Publishing from a recognized institution of repute.(Preferably from a Government or Autonomous organization)
3. Proficiency in Hindi, as well as English typing in Computers and fluency in speaking Hindi & English languages. Candidate with typing experience in Sanskrit will be given preference.
4. Working capacity in stenography, handling of official documents etc.

Experience:

1. Minimum 01 (One) year experience in the field of private secretary, personal assistant, office administration and project management.

Tenure:

- Initially for a period of one year. Term could be renewable based on performance review.

Work Profile:

- He/she will have to provide secretarial assistance including taking Dictation & typing of various letters/ documents / research papers in Hindi, Sanskrit and English etc.
- He/she can do the Typing, compiling and preparing reports, presentations and correspondence.
- He/she can efficiently work for Organizing events and conferences, contacting advisory board members, meetings, follow-up and keeping track records.
- Liaising with staff, mentors, artists and clients

Important Note:

Application and self-attested copy of the testimonials, experiences if any should be sent in a closed envelope super scribed with **"Application for the post of PS to Regional Director"** to the following address:

The Regional Director
Indira Gandhi National Centre for the Arts (IGNCA)
Parshvanath Vidyapeeth Campus
I.T.I. Road, Karaundi, Varanasi - 221005, (U.P.) India

It is to ensure that completed applications should reach to this office on or before **21.03.2023**. Late submission of application will not be considered. Originals of the testimonials and proof of address should be produced for verification at the time of Interview.

The IGNCA reserves the right to accept or reject any or all applications without assigned any reasons. The decision of the IGNCA regarding selection of application for Interview and or engagement shall be final and binding.

Regional Director (RC Varanasi)

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Place for
Affixing
Passport
size Photo

APPLICATION FORM

Application for the position: PS to Regional Director

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Address (permanent) :
6. Contact Telephone No. / Mobile No. :
7. Email :
8. Educational Qualification (beginning with Matriculation onwards)

| Qualification | Year of Pass | University / Board | % of Marks | Class / Division |
|---------------|--------------|--------------------|------------|------------------|
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Note: Originals of the testimonials should be produced at the time of verification / interview.

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 you signature, if the space below is insufficient.

| Office / Institution | Post held | Experience (From / To / Total) | Pay / Emoluments drawn | Nature of duties in detail (attach sheets if required) |
|----------------------|-----------|--------------------------------|------------------------|--|
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11. 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) Candidates should enclose a detailed CV.
- (ii) Additional academic qualification.
- (iii) Professional training.
- (iv) Work experience over and above experience in the vacancy circular / advertisement (Note: enclose a separate sheet if space is insufficient).

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

- (a) Central Government
- (b) Autonomous organisation
- (c) Public Sector Undertaking.

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 applicant)

Date: _____

Place: _____