

Government of India
Ministry of Culture

Advertisement for filling up the vacant post of Member Secretary , Indira Gandhi National Centre for the Arts

Ministry of Culture, Government of India invites applications in the prescribed proforma for the position of Member Secretary in Indira Gandhi National Centre for the Arts (IGNCA), an autonomous Trust under Ministry of Culture. The appointment will be on deputation or contract basis for a period not exceeding 5 years at a time in the pay band of PB-4-Rs. 37400-67000+Grade Pay Rs. 12000/- or the Apex Scale of Rs. 80000/- (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 60 years
- 2) Educational & Other Qualifications
 - i) Doctorate Degree in the discipline of Indian languages/ Archaeology/ Anthropology/ Art History/ Ethnology/ Humanities/ Information Technology/ Human 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;
 - b) Published research papers in reputed Journals;
 - c) Administrative experience as Head of University/Department or of a National/International Institute of advanced learning;
 - d) Capacity to guide and provide leadership for interdisciplinary academic work of a high order.

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

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 Organizations 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 scale (PB-4) of Rs. 37400-67000+Grade Pay Rs. 12000/- or the apex scale of Rs. 80000/- (fixed).

Or

Officers under the Central Government/ State Government/ Union Territories/ Universities/ Autonomous Bodies or Statutory organizations, 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 (2003-04 to 2007-08) 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 on or before **5th May, 2009**. The Government of India reserves the right to accept or reject any application.

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):

Sl No.	Office/Institution	Post held	From	To	Scale of Pay and Basic Pay	Nature of duties
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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:
14. List of enclosures:

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 Committee is at liberty to consider short listing/ selecting a person who may not have applied for the post in pursuance of the advertisement issued.

Signature of the Candidate

Date:

Name, address and contact details

Countersigned

Employer with Seal