

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
(An Autonomous Trust under the Ministry of Culture, Government of India)
No.11 Man Singh Road, New Delhi-110 001.

The Indira Gandhi National Centre for the Arts (IGNCA), an autonomous institution under the Ministry of Culture, Govt of India wishes to set up a Publication Unit which will coordinate the publication of books, reports, journals, catalogues etc. through co-publisher or self publication. The Publication Unit will also take up the work of circulation and publicity of publications of IGNCA in Institutions, Libraries etc. and through HHEC outlets at Railway Stations, Airports etc.

In this connection, following positions are proposed to be filled up by holding of interview.

Publication Officer (1 position):

Engagement on contract basis: With a consolidated remuneration of Rs. 60,000/- per month, engagement of Publication Officer initial for a period of two years. Subsequent extension will depend upon review of performance and requirement of the division.

Essential Qualification:

- Masters Degree in any subject from a recognised university with sound knowledge of English.

Desirable:

- Degree/Diploma in Book Publication/Mass Communication OR any other related qualification is desirable.

Experience:

- Five years of experience in the publication of literary or academic books/magazines, journals/periodicals including production or editing or supervising distribution and sales of publications in a senior management level in Govt./Public or Private Undertaking/Autonomous organisations.
- In depth knowledge of managing publication and production activities through advanced Information and Communication Technologies (ICT).

Maximum Age Limit

- Not exceeding 62 years.

Publication Assistant (2 position):

Engagement on contract basis: With consolidated remuneration of Rs. 30,000/- per month, engagement of Publication Assistant initially for a period of two years. Subsequent extension of Publication Assistant will depend upon review of performance by the Competent Authority of the person engaged and requirement of the division.

Essential Qualification:

- Masters Degree in any subject from a recognised University with sound knowledge of English;
- OR
- Graduation from a recognised University with Degree/Diploma in book publication/ mass communication with sound knowledge of English or any related qualification.

Experience:

- Two years of experience in the publication of books/magazines, journals/periodicals including production or editing or supervising distribution and sales of publications.
- In depth knowledge of managing publication and production activities through advanced Information and Communication Technologies (ICT) is desirable. Conversant with advanced book production processes, sales promotion/distribution.

Maximum Age Limit

- Not exceeding 35 years.

Place of posting: New Delhi

Mode of Selection:

An advertisement will be placed in leading newspapers and applications would be screened through short listing as per eligibility, followed by an interview.

Candidates are requested to apply in the prescribed form given below, supported by self attested copies of testimonials addressed to Under Secretary (Estt.), Indira Gandhi National Centre for the Arts, 11 Man Singh Road, New Delhi to reach on or before 28.11.2016.

The IGNCA reserves the right to reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of application for interview and/or engagement shall be final.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
No.11, Man Singh Road, New Delhi-110001

Application form for the Position of.....

Recent Passport size Photograph
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1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence with :
Ph Nos. Office/Res./Mobile
5. Address (Permanent) :

6. Educational Qualifications (beginning with Matriculation, onwards) :

Qualification	Year of passing	University/ Institution	% of marks	Class/Division

7. 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):
8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

9. Details of Employment, in chronological order, enclose a separate sheet duly authenticated by your signature, if the space below is insufficient

Office/ Institution/Organization	Post held	From & To	Nature of duties In detail (attach Separate sheets, If required)

10. 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) Profession training
- (iii) Work experience over and above prescribed in the vacancy circular/advertisement
(Note: enclose a separate sheet, if space is insufficient)

11. 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 space is insufficient)

12. Nature of present employment if any. :

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 Candidate)

Date: