

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

Filling up of the post of Deputy Secretary (Admn.) / Chief Accounts Officer in the IGNCA

Indira Gandhi National Centre for the Arts (IGNCA), an autonomous organization under the Ministry of Culture, Government of India invites application for one post of (i) Deputy Secretary (Admn.) for the period of two years (ii) Chief Accounts Officer for a period of one year on deputation basis in the first instance for its office located in New Delhi.

1. Deputy Secretary (Admn.)(Scale of Pay : PB-3, Rs.15,600-39,100 with a Grade Pay of Rs.7600/-)

Qualifications and Experience:

- Degree from a recognized University.
- Five years experience in a responsible post in the scale of Rs. 10,000-325-15,200 (pre-revised) dealing with Personnel and/ or Financial Management.

Age: Not exceeding 56 years

2. Chief Accounts Officer (Scale of Pay: PB-3, Rs. 15,600-39,100 + GP Rs. 7600/-)

Qualification and Experience:

- Degree from a recognized university.
- Five years experience in a responsible post in the scale of Rs. 15,600-39,100 + 6600/- GP dealing with Financial Management and Accounts.

Age: Not exceeding 56 years

The deputation of the selected candidates will be governed by the standard terms laid down by the Department of Personnel & Training, Government of India.

Applications of interested and eligible persons may be forwarded/ addressed to the Under Secretary (Admn.). Indira Gandhi National Centre for Arts, C.V. Mess Building, Janpath, New Delhi-110 001 within 30 days from the date of publication of the advertisement.

Certificate to be furnished by the Employer/ Head of office/ Forwarding Authority.

Certified that the particulars furnished by Shri/ Ms. _____ are correct and he/ she possess educational qualifications and experience mentioned in the vacancy circular.

Also certified that;

- (i) There is no Vigilance case pending/ contemplated against him/ her.
- (ii) His/ Her integrity is beyond doubt.
- (iii) No major/ minor penalties have been imposed on him/ her during the last 10 years.

OR

List of Major/ Minor penalties imposed during the last 10 years is enclosed.

Signature.....
Name & Designation
(Office Seal)