

## INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

### Filling up the post of Under Secretary in the IGNCA

Indira Gandhi National Centre for the arts (IGNCA), an autonomous organization under the Ministry of Culture, Government of India invites applications for the post of Under Secretary on deputation basis for a period of one year in the first instance.

1. Under Secretary (Scale of pay: Rs. 15000-39100 with a grade pay of Rs. 6600)

#### Qualifications and Experience

- Degree from a recognized University
- Eight years experience as Section Officer or in a supervisory post in the pay scale of Rs. 6500-10500 (pre revised) dealing with Personal matters or five years experience in a supervisory post in the pay scale of Rs. 8000-13500 (pre revised).
- Possess knowledge of rules and regulations

#### Desirable: Experience in a responsible post dealing with financial management

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** should be forwarded / addressed to the

Under Secretary (Admn.)  
Indira Gandhi National Centre for the 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 qualification and experience mentioned in the vacancy circular.

#### Also certified that

- There is no Vigilance case pending / contemplated against him/her
- His/her complete CR Dossier / ACRS for the last five years are enclosed
- His / Her Integrity is beyond doubt.
- 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)