

**Cultural Informatics**, a self-sustaining division of Indira Gandhi National Centre for the Arts (IGNCA) invites applications for the following positions to be filled up initially for a period of three (3) years extendable on performance basis on short term contract basis/ employment of retired personnel :

1. System Analyst (1 post ) in the pay scale of Rs.10000-325-15200 (contract basis)
2. Network/Database Administrator (1 post) in the pay scale of Rs. 8000-275-13500 (contract basis)
3. Sr. Accounts Officer (1 post) in the pay scale of Rs. 8000-275-13500 (retired personnel)

Prescribed application form with details of qualification, experience, age and other conditions etc. can be obtained from the **Office of the Director (Administration), IGNCA, New Delhi** on all working days from **2.00 p.m. to 4.30. p.m.** or downloaded from the website **www.ignca.nic.in**. The last date of receipt of application form is **26.4.2008**.

The last date for issue as well as submission of the application form, duly filled in (through proper channel) alongwith necessary enclosures as mentioned, to the office of Director (Administration), IGNCA, New Delhi will be within 30 days from the date of publication of the advertisement. Postal delay shall not be entertained. No internal correspondence or enquiries will be entertained. The decision of the Member Secretary, IGNCA will be final and binding.

The contract of the selected candidate(s) for appointment on contract basis will be governed by the standard terms laid down by GOI as amended from time to time.

Candidates who have retired recently may provide at least two references, including details about the previous employer. IGNCA reserves the right to accept or reject any candidature.

**Filling up the posts of System Analyst, Network/Database Administrator and Senior Accounts Officer.**

Cultural Informatics, a self-sustaining division of Indira Gandhi National Centre for the Arts (IGNCA) invites applications for the following positions to be filled up on short term contract basis/ employment of retired personnel

1. **SYSTEM ANALYST (1 post)** in the pay scale of Rs. 10000-325-15200 for web based application development and database integration

**Essential Qualification & Experience**

(i)	M.Tech./M.Des. + Ph.D. (Computers)	One year exp. in the scale of Rs. 8000-13500
	Ph.D. (Computers/ Communication) (without M/Tech/M.Des)	Four years exp. in the scale of Rs. 8000-13500
	M.Tech/M.E or equivalent (Computers/ IT/Electronics/Instrumentation)/ MCA/B.Tech/BE or equivalent (Computers/ IT/Electronics/Instrumentation)	Four years exp. in the scale of Rs. 8000-13500
	M.Sc. (Comp or IT)	Five years exp. in the scale of Rs. 6500-10500
	Engg. Diploma (3 yr) (Computers/ IT/ Electronics) with Post Diploma in Computers	Five years exp. in the scale of Rs. 6500-10500

- (ii) System Analyst must have strong skills in development, debugging, testing and troubleshooting applications using, Java,. Experience in full life cycle development and good communication skills (written and oral) are a must. Development of Web applications with large multimedia database will be an added advantage. Understand requirements of the project. Application Programming, Maintenance and handle and guide team to meet deadlines.

**Age :** Upper age limit shall be 40 years as on 1.1.2008.

2. **NETWORK/DATABASE ADMINISTRATOR** (1 post) in the pay scale Rs. 8000–275-13500 with the following qualifications:

**Essential Qualification & Experience**

(i)	Ph.D. (Computers/ Communication) (without M/Tech)	
	M.Tech/ M.E or equivalent (Computers/ IT/ Electronics/ Instrumentation)	One year exp. in the scale of Rs. 6500-10500
	MCA/ B.Tech/ BE or equivalent (Computers/ IT/ Electronics/ Instrumentation)	Three years exp. in the scale of Rs. 6500-10500

B.E. or equivalent (non IT) + one year PGDCA	Three years exp. in the scale of Rs. 6500-10500
M.Sc. (Computers or IT)	Four years exp. in the scale of Rs. 6500-10500
Engg. Diploma (3 yr) (Computers/ IT/ Electronics) with Post Diploma in Computers	Four years exp. in the scale of Rs. 6500-10500
B.Sc. (Comp/IT)/ BCA/ Engg. Dip (Computers/ IT/ Electronics)	Five years exp. in the scale of Rs. 6500-10500
B.Sc./ Engg. Diploma (non IT discipline) with 2 yr Diploma in Computers	Five years exp. in the scale of Rs. 6500-10500
M.Sc. (non IT) + 1 yr PGDCA	Five years exp. in the scale of Rs. 6500-10500

- (i) Planning data flows for a new or revised database; mapping out the 'conceptual design' for a planned database in outline; considering both 'back end' organization of data and 'front end' accessibility for end users; maintaining data standards, including adherence to the Data Protection Act; writing database documentation, including data standards, procedures and definitions for the data dictionary ('metadata') controlling access permission and privileges; training users; meeting users' access requirements and resolving their problems; ensuring that storage; archiving; backup and recovery procedures are functioning correctly; capacity planning;

Working closely with IT project managers, database programmers and web developers; providing technical support for outdated 'legacy' systems' communicating regularly with technical, applications, and operational staff, to ensure the database integrity and security;

Maintain SAN storage and servers on LINUX OS MYSQL database and must have good knowledge of other hardware and software used in multimedia application development. Ensuring security of stored information and giving access to relevant people.

Maintain LAN (Local Area Network) i.e. connects computers in the same campus. New hardware and software will be installed on your recommendation.

**Age :** Upper age limit shall be 35 years as on 1.1.2008.

3. **SENIOR ACCOUNTS OFFICER** (1 post) (retired personnel) in the pay scale Rs. 8000-275-13500 with the following qualification:

CA, M.Com or SO Grade Examination in CAGs Organization or the Central Govt.	CA or Graduate and SAS Examination (in Audit & Accounts conducted by CAG/ Central Govt./ Junior Accounts Officer Exam conducted by Controller General of Civil Accounts/ Railway Accounts/ Postal Accounts) with three years experience in grade of Accounts Officer.
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**Age :** Upper age limit shall be 65 years as on 1.1.2008.

**Proforma for the post of System Analyst and Network/Database Administrator**

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence :
5. Address (Permanent) :
6. Date of retirement under Central/State Government Rules :
7. Educational Qualifications (Beginning with matriculation, SSC, HSC +2 onwards) :

<b>Qualification</b>	<b>Year of Passing</b>	<b>University/ Institution</b>	<b>% of marks</b>	<b>Class/ Division</b>

8. 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) :

- A. **SYSTEM ANALYST** : (1 post) in the pay scale of Rs. 10000-325-15200 for web based application development and database integration

**Essential Qualification & Experience**

(i)	M.Tech./M.Des. + Ph.D. (Computers)	One year exp. in the scale of Rs. 8000-13500
	Ph.D. (Computers/ Communication) (without M/Tech/M.Des)	Four years exp. in the scale of Rs. 8000-13500
	M.Tech/M.E or equivalent (Computers/ IT/Electronics/Instrumentation)/ MCA/B.Tech/BE or equivalent (Computers/ IT/Electronics/Instrumentation)	Four years exp. in the scale of Rs. 8000-13500
	M.Sc. (Comp or IT)	Five years exp. in the scale of Rs. 6500-10500
	Engg. Diploma (3 yr) (Computers/ IT/ Electronics) with Post Diploma in Computers	Five years exp. in the scale of Rs. 6500-10500

- (ii) System Analyst must have strong skills in development, debugging, testing and troubleshooting applications using, Java,. Experience in full life cycle development and good communication skills (written and oral) are a must. Development of Web applications with large multimedia database will be an added advantage. Understand requirements of the project. Application Programming, Maintenance and handle and guide team to meet deadlines.

- B. NETWORK/ DATABASE ADMINISTRATOR (1 post) : in the pay scale of Rs. 8000 – 275-13500 with the following qualification & experience:**

**Essential Qualification & experience :**

(i)	Ph.D. (Computers/ Communication) (without M/Tech)	
	M.Tech/ M.E or equivalent (Computers/ IT/ Electronics/ Instrumentation)	One year exp. in the scale of Rs. 6500-10500
	MCA/ B.Tech/ BE or equivalent (Computers/ IT/ Electronics/ Instrumentation)	Three years exp. in the scale of Rs. 6500-10500
	B.E. or equivalent (non IT) + one year PGDCA	Three years exp. in the scale of Rs. 6500-10500
	M.Sc. (Computers or IT)	Four years exp. in the scale of Rs. 6500-10500
	Engg. Diploma (3 yr) (Computers/ IT/ Electronics) with Post Diploma in Computers	Four years exp. in the scale of Rs. 6500-10500
	B.Sc. (Comp/IT)/ BCA/ Engg. Dip (Computers/ IT/ Electronics)	Five years exp. in the scale of Rs. 6500-10500
	B.Sc./ Engg. Diploma (non IT discipline) with 2 yr Diploma in Computers	Five years exp. in the scale of Rs. 6500-10500
	M.Sc. (non IT) + 1 yr PGDCA	Five years exp. in the scale of Rs. 6500-10500

- (i) Planning data flows for a new or revised database; mapping out the 'conceptual design' for a planned database in outline; considering both 'back end' organization of data and 'front end' accessibility for end users; maintaining data standards, including adherence to the Data Protection Act; writing database documentation, including data standards, procedures and definitions for the data dictionary ('metadata') controlling access permission and privileges; training users; meeting users' access requirements and resolving their problems; ensuring that storage; archiving; backup and recovery procedures are functioning correctly; capacity planning;

Working closely with IT project managers, database programmers and web developers; providing technical support for outdated 'legacy' systems' communicating regularly with technical, applications, and operational staff, to ensure the database integrity and security;

Maintain SAN storage and servers on LINUX OS MYSQL database and must have good knowledge of other hardware and software used in multimedia application development. Ensuring security of stored information and giving access to relevant people.

Maintain LAN (Local Area Network) i.e. connects computers in the same campus. New hardware and software will be installed on your recommendation.

9. Please state clearly whether in the light of entries made by you above, whether you meet the requirement of the post
10. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of pay & Basic Pay	Nature of duties (in detail, attach separate sheets, if required)

11. In case the present employment is held on deputation/contract basis please state; (a) The date of initial appointment, (b) Period of appointment on deputation/contract basis (c) the pay scale presently held; (d) The current pay scale in your parent organization (if you had been there); and (e) name of the parent office/organization to which you belong.
12. 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) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement)  
(Note : Enclose a separate sheet, if the space is insufficient)
13. Remarks (The candidates may indicate information with regard to (i) Research publications and 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 the space is insufficient).

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.

Date :

(Signature of the Candidate)

**Countersigned**

(Employer with seal)

**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 possesses 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)

**Proforma for the post of Senior Accounts Officer**

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Address for correspondence :
5. Address (Permanent) :
6. Date of retirement under Central/State Government Rules \*: (\* for candidates working under Govt. Sector)
7. Educational Qualifications (Beginning with matriculation, SSC, HSC +2 onwards) :

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

8. 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) :

Qualification/experience required		Qualification/experience possessed
CA, M.Com or SO Grade Examination in CAGs Organization or the Central Govt.	CA or Graduate and SAS Examination (in Audit & Accounts conducted by CAG/ Central Govt./ Junior Accounts Officer Exam conducted by Controller General of Civil Accounts/ Railway Accounts/ Postal Accounts) with three years experience in grade of Accounts Officer.	

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 your signature, if the space below is insufficient.

Office/ Institution	Post held	From To	Scale of pay & Basic Pay	Nature of duties (in detail, attach separate sheets, if required)



11. In case the present employment is held on deputation/contract basis please state; (a) The date of initial appointment, (b) Period of appointment on contract basis (c) the pay scale presently held; (d) The current pay scale in your parent organization (if you had been there); and (e) name of the parent office/organization to which you belong.
12. 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) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement).  
(Note : Enclose a separate sheet, if the space is insufficient)
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(Note : Enclose a separate sheet, if the space is insufficient).

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.

Date :

(Signature of the Candidate)