

File No. 3/7/2022-SD/AM
INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA)
National Mission for Manuscripts (NMM)
(An Autonomous Trust under the Ministry of Culture)
Janpath Building, Janpath, New Delhi - 110001

Date: 02.02.2023

The Indira Gandhi National Centre for the Arts (IGNCA), an Autonomous institution under the Ministry of Culture, Government of India, invites applications in the prescribed format for engagement of seven positions for the following posts in National Mission for Manuscripts (NMM) of IGNCA, New Delhi.

The engagement will be on contract basis for an initial period of one year on a consolidated remuneration. Subsequent extension will depend upon review of performance and requirement of the NMM, IGNCA.

In this connection, the followings are required:

Name of the Post: Research Scholars	
Vacancy : 06	
Consolidated Remuneration	55,000/
Essential Qualification	1. Masters Degree in Sanskrit / Prakrit/ Pali/ Tibetan/ Indology/ Buddhism/ Persian/ Arabic 2. Degree/Diploma in Manuscriptology and Paleography 3. Preference would be given to candidates with proven experience in above subject 4. Skilled at working on Computers, typing, Microsoft tools, Google Docs and basic knowledge of Photoshop and designing.
Desirable	1. Ph. D. in relevant fields 2. Knowledge of ancient Indic scripts at least two of the followings: Brahmi, Kutila, Sharada, Grantha, Nandinagari, Old Nagari, Old Bengali, Newari, Ranjana, Siddham Karani, Maithili, Kaithi, Gurumukhi, Modi, Ahom, Chakma, Telgu, Tamil, Kannada, Vatteluttu, Gaudi, , Ranjana, Tibetan, Lepcha, Persian, Arabic etc.
Experience	Minimum one year working experience such as Transcription from ancient script to Devanagari, Descriptive catalogue, writing Gist of the manuscript collections etc.

Name of the Post: Web, Social Media and Content Designer	
Vacancy : 01	
Consolidated Remuneration	60,000
Essential Qualification	1. Masters Degree in Indology 2. Degree/Diploma Design
Desirable	1. Knowledge of ancient Indic scripts
Experience	Minimum one year working experience of following Software Skills: Coral Draw, Adobe Photoshop, Adobe illustrator, Java and calligraphic etc.

Maximum Age Limit: Not exceeding 45 years as on 31st March 2023

Mode of Selection:

Through advertisement uploaded in IGNCAs website and applications would be screened short listing as per eligibility followed by an interview procedure. Only shortlisted candidates will be called for written and then personal interaction.

Closing Date:

Applications in the prescribed Performa along with self attested photocopies of testimonials should be sent to the following address: The Director (Admn.), Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, New Delhi 110001, so as to reach that office within 21 days from the date of advertisement in the IGNCAs website. Only eligible candidate as per prescribed qualification and experience should apply. In case of receipt of large number of applications, IGNCAs reserves the right to fix the criteria for short listing of applications and such shortlisted candidate will only be called for interview.

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

Director (Admn.)

IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
National Mission for Manuscripts
Janpath Building, Janpath, New Delhi - 110001

Place for
affixing
Passport
size Photo

Application for the post applied :

Name & Address (in block letters) :

Father's Name :

Nationality :

Date of Birth (in Christian era) and age :

Address for correspondence with :

Mobile/email ID :

Address (Permanent) :

Educational Qualifications (beginning with Matriculation, onwards) :

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

- Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :

2. 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	Salery	Nature of duties In detail (attach Separate sheets, If required)

3. 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
4. Additional academic qualification
5. Profession training
6. Work experience over and above prescribed in the vacancy circular/advertisement
(Note: enclose a separate sheet, if space is insufficient)
7. 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)
8. Service to which belongs :
9. 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: