

VACANCY CIRCULAR

Dated April, 2013

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

ADDENDUM/CORRIGENDUM

In respect of our advertisement dated 22nd March, 2013 for filling up the post of Joint Secretary, IGNSA, on deputation basis, the following addition/changes have been made in regard to essential qualifications/experience:

Educational and other qualifications/Experience:

Essential

1. Degree from a recognised University
2. Holding analogous post in the PB 4 i.e. Rs.37400-67000 + Rs10000 G.P. on regular basis dealing with General Administration/Personnel/Financial Management

OR

5 years experience in a responsible post in the PB 4 Rs.37400-67000+Rs.8700 GP dealing with General Administration/Personnel/Financial Management.

Officers of All India Services, Central Services, Central Govt./Central Govt. Autonomous Organisations (Group 'A') having the Qualification and Experience prescribed above will be eligible for deputation.

Closing Date:

The last date for submission of application has been extended till 10/5/2013. Application in the prescribed proforma should be sent to Director (Admin), IGNSA, C. V. Mess, Janpath, New Delhi 110 001.

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS

Application form for the post of Joint Secretary

1. Name & Address (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Age as on 1.2.2013 :
5. Address for correspondence with :
Ph Nos. Office/Res./Mobile/E mail
6. Address (Permanent) :

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

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

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	Post held	From & To	i)Scale of pay ii)Basic Pay iii)Grade pay iv)Present/past pay scale in the Grade pay	Nature of duties In detail (attach Separate sheets, If required)	Total qualifying service of substantive post

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

11. Service to which you belong :

12. Additional details about the present employment. Please state whether working under:

- (a) Central Government
- (b) Autonomous organization
- (c) Public Sector undertaking

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:

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 education qualifications and experience mentioned in the vacancy circular. Also certified that there is no Vigilance case pending/contemplated against him/her.

- ii) The attested copies of ACR Dossier of the applicant for the last 5 years are enclosed.
- iii) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.

Signature

Name & Designation

(Office Seal)