

**File No. 12/265/2024-SD/AM**  
**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS**  
**(An Autonomous Trust under the Ministry of Culture, Govt. of India)**  
**JANPATH BUILDING, JANPATH, NEW DELHI-110001**

Date: 16.07.2024

The Indira Gandhi National Centre for the Arts (IGNCA) is an autonomous Trust under the Ministry of Culture, Government of India. It is visualized as a centre, encompassing the study of all arts especially in their dimension of inter-relationship and mutual interdependence. The IGNCA seeks to place the arts within the context of the natural and human environment. Fundamental approach of the centre in all its work is multi-disciplinary and holistic.

IGNCA invites applications to fill up posts on contract basis as per the details given below through walk-in-interview:-

- 1. Name of the Post : Senior Consultant**
  - ✓ **Number of Post :** Two (02)
  - ✓ **Duration :** Initially for one year which may be extended as per performance and requirement
  - ✓ **Age Limit :** Not exceeding 62 years as on 31.03.2024
  - ✓ **Remuneration :** As per Government Rules
  - ✓ **Essential Qualification :** Graduate in Commerce
- a. Work Experience**
  - ✓ Retired Sr. Accounts Officer with minimum five years of experience/Accounts Officer.
  - ✓ Minimum eight years of experience of audit and Accounts/Budgeting/Financial matters in Govt./PSU/Autonomous Organisation is essential.
  - ✓ Computer proficiency is an essential Condition.
- b. Work Proficiency :** Administration/Accounts/Finance/Procurement.
- c. Other Details**
  - ✓ **Place of Posting :** IGNCA, New Delhi
  - ✓ **Mode of Selection :** Walk-in-interview
  - ✓ **Date of Interview :** 22.07.2024
  - ✓ **Time :** 11.00 AM
  - ✓ **Reporting Time :** 10.00 AM

- 2. Name of the Post : Accounts Assistant**
- ✓ **Number of Post** : Three (03)
  - ✓ **Duration** : One year (extendable)
  - ✓ **Age Limit** : Not exceeding 35 years as on 31.03.2024
  - ✓ **Remuneration** : Rs.30,000/- p.m.
  - ✓ **Essential Qualification** : A Bachelor's Degree in Commerce with 50%marks/CA Intermediate.
  - ✓ **Work Experience** : Minimum one year in any Government/PSUs/Autonomous Organisation/others
- a. Work Proficiency** : Knowledge of Computer with proficiency in Tally, Accounts, Financial and Taxation matters.
- b. Work Profile :**
- ✓ Preparation of Accounts on Tally Software ;
  - ✓ Monitoring of third party bills, contractors' bills ;
  - ✓ Accounting and Budgeting for programs/seminars of the Centre ;
  - ✓ Assist in handling RTI matters related to Department of Finance & Accounts of the Centre ;
  - ✓ Scrutiny, verification & payments to contractors related to projects of the Centre;
  - ✓ Assist in preparation of all statements and accounts of CPF and NPS for employees of IGCA ;
  - ✓ Assist in preparation of all statements, returns, challans, etc. of TDS & GST ;
  - ✓ Preparation of Expenditure Control Register;
  - ✓ Preparation of Bank Re-conciliation Statement ;
  - ✓ Preparation of Fund Flow Statement ;
  - ✓ Any other assignment given by Financial Advisor & Chief Accounts Officer.
- c. Other Details**
- ✓ **Place of Posting** : **IGCA, New Delhi**
  - ✓ **Mode of Selection** : **Walk-in-interview**
  - ✓ **Date of Interview** : **22.07.2024**
  - ✓ **Time** : **11.00 AM**
  - ✓ **Reporting Time** : **10.00 AM**

Candidates are requested to fill in the prescribed form given below, supported by self attested copies of testimonials and report one hour before the above schedule time. Walk-in-interview will be held on at 11.30 am in 2<sup>nd</sup> Floor, C-wing, IGCA (Candidates are requested to report latest by 10.00 am) and bring original certificates for verification and only eligible candidates will be allowed to appear for the interview.

A candidate, if selected, will have to submit, at the time of joining, two reference letters/ testimonials obtained from previous employer/organisation/institution where the candidate has either worked or studied and such reference letters should have been issued within a month.

The IGCA reserves the right to accept or reject any or all applications without assigning any reasons. The decision of the IGCA regarding selection of application for interview and or engagement shall be final and binding.

Director (Admn.)