

**Advertisement for engagement of
Project Manager and Research Assistants for
National Cultural Audiovisual Archives Project**

The Indira Gandhi National Centre for the Arts (IGNCA) is visualized as a Centre, encompassing all arts, especially in their dimension of mutual inter-dependence. The arts are understood to comprise the fields of creative and critical literature, written and oral; the visual arts ranging from architecture, sculpture, painting and graphics to photography and film; the performing arts of music, dance and theatre in their broadest connotation. The fundamental approach of the Centre in all its work is both multi-disciplinary and inter-disciplinary. Through specific projects, the inter-dependence amongst the arts and between the arts with other forms of cultural expressions is investigated, recorded and presented.

The National Cultural Audiovisual Archives Project has been instituted with the chief objective of identifying and preserving the cultural heritage of India available in audiovisual form in institutions across the country through a process of digitization and making it accessible to the people. Part of this work would include instituting state-of-the-art digitization and storage systems through the aegis of IGNCA and Partner Institutions to preserve these audiovisual resources. It is envisaged that a dedicated website and a virtual network of these repositories and offering online access to their resources, programming schedules etc. would be set up. The genres to be covered will include oral traditions, traditional crafts and textiles, dance, music and theatrical practices, cultural practices and traditional knowledge. Finally, instituting outreach and awareness programmes and building capacity in conservation, cataloguing, digitisation and retrieval of audiovisual materials is also going to be a major thrust area of the project.

The IGNCA is looking for a Project Manager and 2 Research Assistants for successful implementation of the National Cultural Audiovisual Archives Project.

1. Project Manager (NCAA) – 1 Position

The Project Manager will be responsible for documentation, digitization, awareness programs, organizing training, workshops and marketing and dissemination. S/he will also responsible for meeting the targets and timely completion project. In addition, obtaining the required administrative and financial approvals before execution will be part of his/her work scope.

Eligibility Criteria:

1. Masters degree from a University/Institution recognized by UGC;
2. Minimum of eight years of experience of having undertaken research projects/worked in research institution, including three years of experience in audiovisual archiving; and
3. Technical knowledge of audiovisual documentation, digitization & data management.

Age Limit:

Not more than 40 years (as on 1.1.2014) but may be relaxed in exceptional cases.

Duration:

Initially for one year, extendable based on performance.

Remuneration:

A consolidated amount of Rs. 1,00,000/- per month will be admissible.

Travel:

S/he will be eligible to travel within India in connection with their work.

S/he will be eligible for TA/DA as per IGNCA Rules.

Leave:

S/he will be entitled for leave @ two and a half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstance.

Mode of Selection:

Applications would be screened through short listing followed by an interview.

Reports:

All publications arising out of a Project undertaken under the aegis of the IGNCA shall bear the following:

‘The Project on which the present report is based was fully financed by the IGNCA. The responsibility for factual statements, as also the opinions/views expressed therein rests entirely with the author.’

Copyright ownership in the published research reports, as also of papers arising out of the research project, shall rest with IGNCA.

Preservation of Data:

All data collected in the project shall be documented and preserved in the Archives of IGNCA and made available on demand for use by other researchers/scholars.

Place of Posting:

S/he will be posted in New Delhi.

Application:

Candidates are requested to apply in the prescribed form given below, supported by attested copies of testimonials, addressed to the Director (Admin.), Indira Gandhi National Centre for the Arts, Central Vista Mess, Janpath, New Delhi-110001 to reach on or before 07.07.2014.

2. Research Assistants – 2 Position

The Research Assistants will be responsible for supporting the Project Manager for documentation, digitization, awareness programs, organizing training, workshops and marketing and dissemination.

Eligibility Criteria:

1. Masters degree from a University/Institution recognized by UGC;
2. Minimum of three years of experience of having undertaken research projects/worked in a research institution; and

3. Technical knowledge of digitization and data management.

Age Limit:

Not more than 35 years as on 1.1.2014.

Duration:

Initially for one year, extendable based on performance.

Remuneration:

A consolidated amount of Rs. 30,000/- per month will be admissible.

Travel:

They will be eligible to travel within India in connection with their work.

They will be eligible for TA/DA as per IGNCA Rules.

Leave:

S/he will be entitled for leave @ two and a half days for each completed calendar month of service. The leave of one calendar year will not be carried forward for next calendar year. No other kind of leave shall be admissible under any circumstance.

Mode of Selection:

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Reports:

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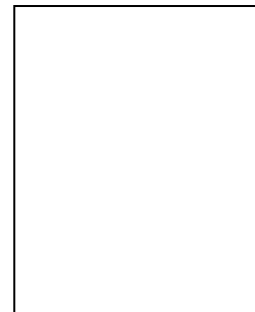
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INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Application form

Position applied for: _____



1. Name (in capital letters, as it appears in the Matriculation Certificate):
2. Present Address (with pin code):
3. Permanent Address:
4. Telephone no./Mobile no./E-mail/Fax no., if any:
5. Nationality:
6. Date of Birth:
7. Age as on 01-01-2014:
8. Sex (Male/Female):
9. Marital Status:
10. Category (SC/ST/OBC/PH/General):
11. Educational Qualifications starting with Post Graduation up to Matriculation detailing the Name of the Institution, Division/Class, Rank, Year, Degree/Diploma*

12. Professional training attended, if any, along with the subject matter and duration*
13. Previous work experience including the name of organizations, period of work and roles & responsibilities:
14. Details of published articles, including articles published in recognized journals*
15. Previous research experience including the name of institutions, duration of research and subject areas:
16. Whether previously worked in IGNCA: Yes/No
If yes, in which capacity and time duration.
17. Two references:
- 1)
- 2)

*attach additional sheet if required.

(Signature)

Undertaking

I undertake that the information furnished above is correct to the best of my knowledge and belief. In case any discrepancy is noticed in the information furnished by me during the course of my employment, it will be liable to be terminated forthwith without prejudice to any such action as may deem fit by the appointing authority.

(Signature of the applicant)

Name of the applicant

Date: _____

Place: _____