

F.No.12/333/2025-SD/AM
Indira Gandhi National Centre for the Arts
Janpath Building, Janpath Road, New Delhi – 110001

Dated: 10.09.2026

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

This post is being advertised by IGNCA for project Aatmanirbhar Bharat Centre for Design. This Centre has been functioning as a craft and design collaborative space for master artisans, designers, institutions, business and marketing experts. These partnerships are facilitating innovative solutions for indigenous traditions and practices. The long-term benefit of this project is to contribute to the cultural economy by empowering the craftsmen of the country.

The job specifications, eligibility and other terms and conditions are given as under:-

- A. Name of the Post: Project Manager**
- ✓ **Number of Positions:** One (01)
 - ✓ **Duration of work:** Initially for a period of six months and extendable based on performance and requirement.
 - ✓ **Age Limit:** Not more than 40 years as on 01.04.2026.
 - ✓ **Experience (Minimum):** 5 Years
 - ✓ **Remuneration:** Consolidated remuneration of Rs. 75,000/- per month and negotiable depending upon experience and suitability for the job.
- B. Essential Qualification:**
- ✓ Postgraduate Degree in Business Management/ Marketing/ Retail management or Art History/ Museology/ History/ Fine Arts/ Conservation/ Anthropology or related or allied field from any recognized University.
- C. Work Experience:**
- ✓ Prior work experience of at least 5 years in programme management including organizing events, exhibitions, marketing, project design, and outreach activities in the arts and culture space either in an individual capacity or as part of a Government or private arts organization.
 - ✓ Strong communication, negotiation, and networking skills.
 - ✓ Experience of working with artisan clusters, NGOs, or government projects will be an added advantage.
 - ✓ Proficiency in MS Office, basic proposal writing and event management skills.
 - ✓ Excellent written and communication skills in English and Hindi
 - ✓ Ability to work efficiently on fast-paced projects with defined timelines.

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D. Key Responsibilities

- ✓ Develop and implement business, retail, and marketing strategies for crafts and heritage-based products.
- ✓ Establish and strengthen market linkages with retail chains, e-commerce platforms, and cultural outlets.
- ✓ Coordinate with artisan clusters, design institutions, and partner agencies to ensure product visibility and reach
- ✓ Manage brand positioning, promotions, and sales channels for crafts under the PPP model.
- ✓ Prepare business plans, progress reports, and strategies to enhance artisans
- ✓ Manage programmes of ABCD (Exhibitions, Workshops, Seminars, Exhibitions, Lectures & Film Screenings etc.)
- ✓ Prepare project proposals and budget.
- ✓ Liaison with other organizations in the art and culture space and Government agencies to collaborate and host exhibitions
- ✓ Liaison with the art, craft and design community
- ✓ Prepare publicity materials for ABCD programmes
- ✓ Co-ordinate documentation of completed programmes - Written reports and Audio/Video archiving.
- ✓ Preparation of quarterly project reports
- ✓ Willingness to travel widely for project related work
- ✓

E. Other Details:

- ✓ **Mode of selection:** Walk in Interview
- ✓ **Date of Interview:** **21.09.2026**
- ✓ **Time of Interview:** 11.00 AM
- ✓ **Reporting Time:** 10.00 AM
- ✓ **Place of Interview:** Meeting Room, Cultural Informatics Lab, 3rd Floor B-Wing, IGNCA.

Candidates are requested to bring the filled application form given below along with updated resume and self-attested copies of all testimonials (Academic Marksheet (10th onwards) / Experience Certificates). Original and Copy of Identity Proof (Aadhar Card/ PAN Card/ Voter-ID/ Driving License) is mandatory to bring. Candidates are requested to report on time for verification of original certificates 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 IGNCA reserve the right to accept or reject any or all applications without assigning any reason. The decision of the IGNCA regarding selection of applications for interview and/ or engagement shall be final and binding.

Deputy Secretary (A)
IGNCA

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
Janpath Building, Near Western Court, New Delhi-110001

APPLICATION FORM

*Recent
Passport size
Photograph*

Application for the position:

1. Name (in block letters) :
2. Father's Name :
3. Date of Birth (in Christian era) :
4. Correspondence Address :
5. Permanent Address :
6. Telephone No. /Mobile No. :
7. E-mail ID :
8. Aadhaar No. :
9. PAN Card No. :

10. Educational Qualification (in ascending order) :

S.No.	Qualification	Year of passing	University/ Institution	% of marks	Class/Division

11. 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):
12. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
13. Details of Employment, in ascending order(**enclose a separate sheet duly authenticated by your signature, if the space below is insufficient**):

S. No.	Organisation/ Institution/ Office	Post held	From & To	Please indicate: i)Scale of pay ii)Basic Pay iii)Grade pay iv)Consolidated Pay v)Regular/ Contractual	Employer's full Name, Address and Contact No. of the Concerned Officer

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

15. 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)

I undertake to submit that I have gone through all details of the vacancy circular/advertisement and accordingly I have submitted by Curriculum Vitae for the selection to the said post. In case of any discrepancy, I will be held solely responsible.

(Signature of the Candidate)