



ललित कला अकादेमी  
Lalit Kala Akademi  
National Academy of Art, New Delhi

Applications are invited from the eligible candidates for the following posts on contract basis for a period of Six months in Delhi Office:

**1.) PS to Chairman/Administrator (one):**

**Essential Qualification:**

- a) University degree or an equivalent recognized qualification.
- b) At least 3 years experience in accounts and administration in a responsible capacity, preferably in a Government undertaking or autonomous organisation.
- c) Adequate knowledge of rules and procedures and experience of handling disciplinary and vigilance cases.

**Age:**

Below 62 years.

**Salary:**

Consolidated Rs. 45,000/- per month.

**2.) Guest Editor (one):**

**Essential Qualification:**

- a) Master's Degree in History of Art/Art criticism/Journalism or an equivalent recognized qualification, with good command over English with intimate knowledge of Ancient and Contemporary Art movement in India and abroad.
- b) Experience of working in a journal, magazine relating to Ancient and Contemporary Art or a Newspaper of repute.

**Age:**

Below 62 years

**Salary:**

Consolidated Rs. 50,000/- per month.

**3.) P.R. Consultant (One):**

**Essential Qualifications:**

Media relations (Post Graduate with Journalism/Public Relations with art background).

**Age:** Below 62 years

**Salary:** Consolidated Rs. 35,000/- per month.

**4) Consultant for Administration (One):**

**Essential Qualification:**

- a) A university Degree or an equivalent qualification.
- b) 8 years experience in administration in a senior capacity preferably in Government or Government Undertaking or autonomous organizations, following rules similar to those in Government. Preference will be given to Retired Government Officer.

**Age:** Below 62 years.

**Salary:**

Consolidated Rs. 35,000/- per month.

**5) Production Assistant (One):**

**Essential Qualifications:**

- a) Degree in Applied arts.
- b) 3 years experience in handling printing jobs, layout and design of art books/catalogues and their production.
- c) Proficiency in computer operation with ability to design publications using software such as Photoshop, Indesign and Coreldraw etc. Adequate knowledge of Proof Reading, Printing processes, Inviting and processing of quotations/tenders from printers.

**Age:** Below 50 years

**Salary:**

Consolidated Rs. 30,000/- per month.

**6) Website Developer (One):**

**Essential Qualifications:**

- a) Bachelor in Computer Application (BCA)/Diploma in Web Designing/Website management from a reputed institute.
- b) At least two years experience in web designing/website management/computer application.
- c) Work Experience in government based organization in the field of website design, development and maintenance in coordination with NIC and proficiency in various web software i.e. Dream Weaver, Flash, Java Script, CSS, html5 and its operations. The candidates should have very good command over English and Hindi.

**Age:** Below 40 years

**Salary:**

Consolidated Rs. 25,000/- per month.

Please apply in the enclosed prescribed format at Annexure - 'A' with contact details mentioning the post applied for on the envelope. The application should reach to the Secretary, Lalit Kala Akademi, Rabindra Bhawan, 35 Ferozshah Road, New Delhi-110001, within 10 days from the date of advertisement.

**LALIT KALA AKADEMI**  
**RABINDRA BHAWAN NEW DELHI**

Self Attested

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Application form for the posts of.....

1.	Full Name (In Capital Letters)					
2.	Father's Name					
3.	Mother's Name					
4.	Date of Birth					
5.	Address for Communication (In Capital Letters)					
6.	Permanent Address (In Capital Letters)					
7.	Mobile no.			Category SC/ST/OBC :		
8.	Nationality			Male/Female :		
9.	E-mail Id					
10.	Detail of Educational, Professional & Technical Qualification					
	Exam Passed	Institution/University	Subject/ Studied	Duration of Study	Year of Passing	% of Marks
	Matriculation					
	Intermediate					
	Graduation					
	Post-Graduation					
	Technical Qualification					
	Others if any					
11.	Details of Experience (Starting from present)		Name of the office	Period of working	Nature of work	Emolument drawn

I declare that I fulfil the eligibility condition as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled.

Place :

Date :

(Signature of Candidate)

