

Shri Rishi Kumar Vashist
Director

CCRT/27050/08/2021
September 07th, 2021

To

The applicants shortlisted for Junior Fellowships for the year 2019-20.

Subject: Virtual/Online Interview of Scheme for Award of Fellowship to Outstanding Persons in the Field of Culture – 2019-20 (Junior Fellowship).

Madam/Sir

With regard to your application for Scheme for Award of Fellowship to Outstanding Persons in the Field of Culture – 2019-20 (Junior Fellowship), you are requested to appear for Virtual/Online interview before the Expert Committee on the date and time mentioned against your name/enrollment no. in the list given on CCRT's and MoC's website i.e. www.ccrindia.gov.in and www.indiaculture.nic.in, respectively.

You are requested to submit and upload the duly self - certified scanned copy of the below mentioned documents at the earliest but not later than 11th September, 2021, by 11.00 AM on provided Google form link - <https://forms.gle/82aCPjU7wkAVPhgQ9> . Moreover, you can upload your scanned documents in the given Google drive form link as image (jpeg/jpg) or PDF file and the size should not exceed more than 5 MB.

The detailed guidelines for registration are given below:

1. Scanned copy of your application form.
2. Scanned copy of Original documents in support of 'Date of Birth'.
3. Scanned copy of Original documents in support of educational qualifications (only in case of candidate who have applied for New Areas).
4. Scanned copy of the applicants who are employed must send an NOC/consent letter of their employer.
5. If the applicant is employed in the Central/State Government Departments/Institution/University etc., a scanned copy of written assurance from his/her Head of Department that in case the Fellowship is sanctioned, the candidate would be granted leave for the duration of the Fellowship.
6. You are also requested to furnish an undertaking (Scanned copy).
 - a. Whether you are employed in the Central/State Government Departments/Institution/University etc or not employed by any organization.
 - b. Whether you have availed Junior Fellowship earlier.

Undertaking in your own handwriting:

Undertaking

I do hereby give my consent to appear before Virtual/Online interview being organized by CCRT for the award of Junior Fellowship for the year 2019-20 and confirm my registration. In case of any technical glitches on my part, CCRT would not be responsible for the same". **The decision of Jury/Expert Committee Members shall be final irrespective of any technical glitches/issues, for which CCRT will not be held responsible in any manner, whatsoever.**

(Signature of the applicant)

You must ensure that you fulfill all the conditions and you are within the prescribed age group of 25 to 40 years as on 01-04-2019 for the year 2019-20, failing which your candidature will be treated as cancelled, and will not be entitled/allowed to appear before the Selection Committee/Jury. **No request for postponement of this Virtual/Online interview will be entertained.**

Since, the Virtual/Online interview will be organized through Cisco Webex software/App, therefore, you are advised to follow the enclosed guidelines for attending the Virtual/Online interview.

Moreover, you are advised to upload and submit the abovesaid duly self – certified scanned documents on given Google form link by 11th September, 2021, 11:00 am positively and attend the trial/pre – test session on the prescribed link for confirmation of registration one day before the scheduled date of your interview by 5:30pm positively.

In this regard, you will receive a telephonic call from CCRT, Fellowship section, regarding installation of Cisco Webex software/App.

Guideline/Instructions to attend the Virtual/Online interview are as follows:

1. Installation of Cisco Webex software/App on your PC/Laptops (<https://www.webex.com>) and mobile phones (Google play store).
2. After installing/download, at the time of login on the Cisco Webex App, the Name and Enrollment No. is mandatory, e.g. : Name – XYZ & Enrollment No. JF00000000, the login should be XYZ - JF00000000.
3. The camera should be stable or preferably placed using a fixed stand so that video should not be shaky.
4. No other member except applicant should be visible at the time of interview in a mirror reflection or otherwise.

5. The background should be white (preferably plain wall). The more plain the background, the face will be more clear and visible.
6. You should be in a separate room where there should not be any disturbance or distraction from outside.
7. You have to login half – an hour before the scheduled time of your interview i.e. by 9:30 AM for the time slot (10:00 AM to 1:00 PM) and by 1:30 PM for the time slot (2:00 PM to 5.30 PM) on the scheduled date of your interview.
8. Since the Virtual/Online interview will be for a short duration of 05 to 07 minutes, you are advised to keep your camera and microphone in switched - on mode, once your interview starts.
9. Your registration will be confirmed subject to attending trial/pre – test session one day before the scheduled date of interview positively by 5:30pm.
10. As there will be approx. 50 candidates appearing for the Virtual/Online interview who will be given 02 time slots (i.e. 10:00 AM to 01:00 PM) and (02:00 PM to 5:30 PM), therefore, you will be required to be in the waiting lobby area for your given time slot. The coordinator/organizer will notify and inform you before admitting and allowing you in the interview, till then you have to be there in the lobby where you will keep your camera and microphone in switched off mode and also be attentive during the given time slot.
11. You should have proper internet connection for virtual interview preferably not less than 10mbps.
12. Microphones and Speaker must be in working condition in PC/Laptop/Mobile.
13. You are advised to login using PC/Laptop and not on your mobile since, if you receive a call, your connection may likely to be interrupted.
14. Your PC/Laptop/Mobile should be fully charged so that during interview your connection does not get lost.

Please Note:

Please Note: You may receive a phone call soon by officials of CCRT, Fellowship section, regarding the Virtual/Online interview and installation of Cisco Webex software/App. Please co-operate with them towards the successful installation of Cisco Webex software/App. You can join from your home, to attend the same, you will require only a PC/Laptop with proper internet connection facilities.

In case of any technical issue, you may contact Shri Abhishek Nawani (Office Assistant) on his Mobile No – 9560712303.