



सांस्कृतिक स्रोत एवं प्रशिक्षण केंद्र

15-ए, सेक्टर - 7, द्वारका, नई दिल्ली - 110075

आवेदन पत्र आमंत्रित

सीसीआरटी अपने दिल्ली कार्यालय में पूर्णतः अनुबंध के आधार पर निम्नलिखित पदों हेतु आवेदन पत्र आमंत्रित करता है।

1. ओ. एस. डी - 01
2. पी ए (सीनियर स्टेनो) - 01
3. एल डी सी - 01
4. एम. टी. एस. - 01

अधिक जानकारी हेतु कृपया सीसीआरटी की वेबसाइट www.ccertindia.gov.in देखें। इच्छुक अभ्यर्थी अपना आवेदन पत्र, फोटो तथा संपर्क पता सहित बिज्ञापन छपने की तिथि से 15 दिन के भीतर निदेशक, सीसीआरटी, 15-ए, सेक्टर - 7, द्वारका, नई दिल्ली - 110075 को भेजे।



Centre for Cultural Resources and Training, CCRT

15-A, Sector-7, Dwarka, New Delhi-110075

(Ministry of Culture, Govt. of India)

APPLICATIONS INVITED

The Centre for Cultural Resources and Training is an autonomous Organisation under the Ministry of Culture, Govt. of India. CCRT is inviting applications for the engagement of the following Contractual Posts. Eligible Candidates are invited to submit their applications within 15 Days from the date of publishing of this Advertisement. Only shortlisted candidates will be called for an Interview/Test at the CCRT (HQ) 15-A, Sector -7, Dwarka, New Delhi-110075.

1.	Name of the Post	OSD
	No. of post	01 (one)
	Essential Qualification	Bachelor's Degree from a recognised University/Institution.
	Experience	Minimum 05 years post qualification experience. Preference will be given to the persons having prior experience in Print/ Electronic/ Digital Media.
	Age Limit	I. Not above 45 Years II. Below 64 years for retired officers from Central Government/State Government attached & Subordinate Officer/autonomous bodies with minimum grade pay of Rs. 7600/-.
	Desirable	<ul style="list-style-type: none">• Knowledge of working in Government• Maintenance of Records, Files and documents/Papers etc.
	Nature of Appointment & Duration	Initial appointment will be for six months but on co-terminus basis.
	Consolidated Pay	Rs. 50,000/- per month consolidated (Negotiable in case of extraordinary candidates)
	Place of Posting	New Delhi

2.	Name of the Post	P.A (Sr. Steno)
	No. of post	01 (one)
	Essential Conditions	Bachelor's Degree from a recognised University with working knowledge of Computer.
	Experience	Minimum 05 years post qualification experience in the Govt. Department/Organisation/Pvt. Organisation of repute. Preference will be given to the persons having knowledge of Shorthand.
	Age Limit	I. Not above 45 Years II. Below 64 years for retired officials from Central Government/State Government attached & Subordinate Officer/autonomous bodies with minimum grade pay of Rs. 4600/-.
	Desirable	<ul style="list-style-type: none"> • Working knowledge of Computer such as MS-Office • Working knowledge of office management.
	Nature of Appointment & Duration	Initial appointment will be for six months but on co-terminus basis.
	Consolidated Pay	Rs. 35,000/- per month consolidated (Negotiable)
	Place of Posting	New Delhi

3.	Name of the Post	Lower Division Clerk (LDC)
	No. of post	01 (one)
	Essential Conditions	Bachelor's Degree from a recognised University and 3 years working experience in Government/Pvt. Sectors including knowledge of Bilingual Typing (Hindi & English) and also knowledge of Computer.
	Age Limit	Not above 35 Years
	Consolidate Pay	Rs. 28,000/- per month consolidated.
	Nature of Appointment & Duration	Initially for 6 Months but on co-terminus basis.
	Place of Posting	New Delhi

4.	Name of the Post	Multi Tasking Staff (MTS)
	No. of post	01 (one)
	Essential Conditions	12 th Passed from a recognised Board with 1 years of experience in Government/Private sectors and having knowledge of Computer Skills.
	Age Limit	Not above 30 Years
	Desirable	Working knowledge of office management.
	Consolidate Pay	Rs. 22,000/- per month consolidated.
	Nature of Appointment & Duration	Initially for 6 Months but on co-terminus basis.
	Place of Posting	New Delhi

General Conditions:

1. The candidates will be engaged for the Secretariat of Hon'ble Chairperson of Centre for Culture Resources & Training (CCRT) and duties will be assigned, including field duties, accordingly.
2. CCRT will also prepare a panel of candidates and offer engagement as and when vacancy (ies) arises during the validity of the panel.
3. The selections will be made for the CCRT. Once posted, the candidate will not normally be transferred. However, the CCRT reserves the right to transfer candidates in any other Regional Centres of CCRT.
4. The eligibility of candidates will be determined as on the last date of submitting the application.
5. The candidates who fulfil the eligibility conditions may apply in the prescribed format (Annexure). He/she may be called for an interview if shortlisted. The candidates are required to attend the interview/test with their application along with original documents and self-attested photocopies of the certificates of qualification, experience, mark-sheet, birth certificates, two passport size photographs etc.
6. Incomplete Applications will not be shortlisted and any claim in this regard will also not be entertained.
7. Applicant appearing with incomplete documents will not be entertained for the test/interview.
8. The candidate, if employed with any Autonomous/Govt. or Private Sector, may bring NOC from their employer at the time of interview/test.
9. The competent authority reserves the right to postpone/cancel the recruitment exercise at any stage.
10. The selected candidate shall have no claim for appointment on regular basis by virtue of their being engaged on contractual basis.
11. The engagement of Contractual Staff can be terminated by CCRT by giving one month notice or immediately by paying one month remuneration for notice period. However, if the contractual staff desires to leave CCRT, he/she may do so by giving one month notice or one month remuneration in lieu of notice period, if desires to leave immediately.
12. Interested candidates may also, in their own interest, ensure that they fulfil the eligibility conditions. Ineligible candidates will not be allowed to appear for the interview.
13. Candidates are requested to see CCRT website (<http://crtindia.gov.in/>) on regular basis for any announcement in this regard.
14. No TA/DA will be admissible for attending test/interview.
15. **Canvassing in any form OR on behalf of a candidate will be a disqualification.**

Director, CCRT

Centre for Cultural Resources and Training, CCRT

15-A, Sector-7, Dwarka, New Delhi-110075

(Ministry of Culture, Govt. of India)

APPLICATION FOR THE POST OF:

1. Candidate's Name in full _____
(IN BLOCK LETTERS)

2. Father's Name in full _____

3. Address
(i) Postal address
.....
.....
.....
PIN code: _____
(ii) Permanent Address
.....
.....
.....
PIN code: _____
(iii) E-mail Address
(iv) Telephone/Mobile.

4. a) **Date of Birth**

--	--	--	--	--	--	--	--	--

(based on Matriculation
or school Leaving Certificate.
An attested copy of the
certificate must be attached)
b) Age as on the date
of Advertisement(Years).....(Months).....(Days)

5. Place of Birth and state
in which it is situated

6. Nationality

7. **Caste** (State whether SC/ST/OBC
 (An attested copy of the certificate must be attached)
8. a) Father's nationality
 b) Profession
 c) Name of the State to which
 the Candidates' father belong
 or belonged
9. a) candidate's mother tongue
 Other Indian and foreign language, if any, he/she can speak, read and write fluently.
 Give full particulars and state the examination passed.

Read Only	Speak only	Read & Speak	Read, write & Speak	Examination passed

10. Examination passed:

Examination passed	Name of the school/college	University of Board	Year	%age of Marks	Subjects	Distinction

11. Appointment so far held:

S. No.	Name of the post with Full address of the employers	Date of joining	Date of Leaving	Nature of duties Performed during the service	Scale of pay and basic pay drawn	Reason for leaving

12. Any other work relevant to the qualification for the post applied has been done since leaving college with dates.

.....

.....

.....

.....

13. Name, address and profession of two referees, who should be responsible persons, not related to the candidates but well acquainted with him in private life and not connected with his school or college.

S. No.	Name Of Referees	Address	Period for which he was known to the candidates

14. Details of enclosures:

1).....2).....

3).....4).....

5).....6).....

7).....8).....

9)..... 10).....

15. Additional information if any:

.....
.....
.....

DECLARATION

I hereby declare that all the statements recorded in the application form are true to the best of my knowledge and belief.

Signature of the Candidate in full.....

Address for correspondence

.....
.....

Place.....

Date:/...../.....



Note: Application not signed by the candidate is liable to rejection.