



**Centre for Cultural Resources and Training**  
**(An Autonomous Body under Ministry of Culture, Govt. of India)**  
**15-A, Sector-7, Dwarka, New Delhi-110075**

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**GENERAL INSTRUCTIONS TO THE CANDIDATES:**

1. Application form giving full details with a recent self-attested passport size photograph along with copies of self-attested documents and super scribed on the envelope “**Application for the post of \_\_\_\_\_**” addressed to the **Director, CCRT, Plot No. 15A, Sector-7, Dwarka, New Delhi-110075** should be sent by speed-post/registered post **within 30 days** from the date of publication of the advertisement in the Employment News.
2. A separate application form has to be submitted for each post. Candidature may be cancelled if more than one application is submitted for the same post.
3. Applications received through email and/or Applications which do not meet the criteria given the advertisement/incomplete applications/without signed/without enclosing self-attested documents/late application are liable to be rejected and will not be accepted under any circumstances.
4. It is the responsibility of the candidate to assess his/her own eligibility for the post for which he/she is applying in accordance with the advertisement. Candidates should not furnish any particulars that are false, tampered, fabricated or suppress any material/information while submitting the application form. If any of the information is found to be false or incorrect, any ineligibility being detected any time in the future during the process of selection or even after appointment, his/her candidature/appointment shall be liable to be cancelled/terminated without further notice.
5. The number of posts advertised may vary and CCRT reserves the right to fill or not to fill-up the post(s) advertised, if the circumstances so warrant.

6. Age relaxation will be as per Government of India rules.
7. Candidate(s) working in Central/State Govt./Autonomous bodies/Public Sector Undertakings etc. should apply through proper channel or produce NOC at the time of selection process.
8. Candidate(s) belonging to SC/ST/OBC/PWD/Ex-Servicemen categories should enclose self-attested copy of certificates issued by competent authority in the prescribed format as stipulate by Government of India. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section. Person with disabilities candidates can also apply for the above posts.
9. All candidates should have fulfilled the requisite educational qualifications, age limit and experience as on the closing date of submission of application.
10. Any addendum/corrigendum shall be posted only on the CCRT website (<https://ccrtindia.gov.in/>).
11. Only shortlisted candidates shall be called for written examination/skill test/interview.
12. Candidates called for written test/skill test/personal interview etc. shall do so at their own expenses and TA/DA shall not be paid.
13. Applications received through email and/or Applications which do not meet the criteria given in the advertisement/incomplete applications/without signed/without enclosing self-attested documents/late application are liable to be rejected and will not be accepted under any circumstances.
14. The Selected candidates may be posted at CCRT HQs at New Delhi or at any of its Regional Centres.

15. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, CCRT reserves right to modify/cancel/withdraw any communication made to the candidate.

16. In order to avoid last minutes' rush, the candidates are advised to apply early, the CCRT will not be responsible for any postal delay after closing date.

17. The candidates should apply **ONLY** in the **PRESCRIBED FORMAT** as given on CCRT's website: <https://ccrtindia.gov.in/> along with self-attested copies of all educational documents, experience & caste certificate etc. without which the application shall liable to be rejected.

18. CCRT will not accept the application other than the prescribed format ( and if submitted, the application has been summarily rejected.

19. Candidates desirous of applying for more than one post should submit separate application form for each post with in all respects.

**20. Application Fee Details:**

Categories	Application Fees
General/OBC/EWS	Rs. 500/-
SC/ST/PWD	Rs. 250/-

**Payment Mode:** Candidate must enclose demand draft (non-refundable) of Rs. 500/- for Gen Category/OBC/EWS & Rs. 250/- for SC/ST/PWD category, in favour of **General Grant-In-Aid Account C.C.R.T** payable at New Delhi.

21. SC/ST/PWD candidates must submit a valid caste certificate to avail fee concession. If the caste certificate is not found attached with the application form, the application form will be cancelled.

22. Fee once paid shall not be refunded under any circumstances nor it will be adjusted against any other examination or selection.

23. There shall be no provision for re-evaluation / re-checking of the scores in the written examination.

24. No interim correspondence will be entertained in the matter of short listing / recruitment / selection of the candidates will be entertained.

25. CCRT reserves the right to cancel or withdraw the recruitment process / revise number of vacancies, at any stage without assigning any reason.

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