



Ministry of Culture
Government of India

सत्यमेव जयते

Centre for Cultural Resources and Training

(An Autonomous body under Ministry of Culture, Govt. of India)

15-A, Sector-07, Dwarka, New Delhi-110075



Advt. No. : CCRT/11011/07/2024/04

Mission Mode Recruitment : Group – “B & C” posts in CCRT

Applications are invited for the following Group “B & C” posts on Direct Recruitment basis in Centre for Cultural Resources and Training, New Delhi. The vacancy details are as under:

| Sl. No. | Name of the Post | Group | No. of Post | Post Reserved | Level |
|---------|----------------------------------|-------|-------------|---------------------------------|---------------|
| 1. | Accounts Officer | B | 04 | UR-03, OBC-01 | Pay Level - 7 |
| 2. | Administrative Officer | B | 01 | UR-01 | Pay Level - 7 |
| 3. | Copy Editor (English-1, Hindi-1) | B | 02 | UR-01, OBC-01 | Pay Level - 7 |
| 4. | Video Editor | B | 01 | UR-01 | Pay Level - 7 |
| 5. | Documentation Assistant | B | 01 | UR-01 | Pay Level - 6 |
| 6. | *Craft Instructor & Co-ordinator | B | 02 | UR-01, OBC-01 | Pay Level - 6 |
| 7. | Hindi Translator | B | 01 | UR-01 | Pay Level - 6 |
| 8. | Accounts Clerk | C | 02 | UR-02 | Pay Level - 4 |
| 9. | Lower Division Clerk | C | 06 | UR-03, OBC-01, SC-01, EWS-01 | Pay Level - 2 |
| 10. | Data Entry Operator | C | 02 | UR-01, OBC-01 | Pay Level - 2 |

*Anticipated vacancy w.e.f. 01 October, 2024.

- The detailed advertisement, prescribed Application Format and General Instructions are available in the CCRT website <https://crtindia.gov.in/> . Join Telegram Group "FreeJobAlert.Link"
- The candidates should apply ONLY in the PRESCRIBED FORMAT as given on CCRT's website: <https://crtindia.gov.in/> along with self-attested copies of all educational documents, experience & caste certificate etc. without which the application shall liable to be rejected.**
- 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.
- 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.
- The Selected candidates may be posted at CCRT HQs at New Delhi or at any of its Regional Centres.
- The last date for receipt of duly filled in Application form is 30 days from the date of publication of Advertisement in Employment News.**
- Any addendum / corrigendum shall be posted on the CCRT's website only.
- Person with disabilities candidates can also apply for the above posts.
- Age relaxations will be given as per Central Government /DOPT. Norms.
- No TA/DA will be given for appearing test/interview for the above.

Dy. Director (Administration)

CCRT, New Delhi



संस्कृति मंत्रालय
भारत सरकार
सत्यमेव जयते

सांस्कृतिक स्रोत एवं प्रशिक्षण केन्द्र

(संस्कृति मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय)

15-ए, सेक्टर-07, द्वारका, नई दिल्ली-110075



विज्ञापन क्रमांक: सीसीआरटी/11011/07/2024/04

मिशन मोड भर्ती: सीसीआरटी में समूह - "बी" और "सी" पद

सांस्कृतिक स्रोत और प्रशिक्षण केंद्र, नई दिल्ली में सीधी भर्ती के आधार पर निम्नलिखित समूह "बी" और "सी" पदों के लिए आवेदन आमंत्रित किए जाते हैं। रिक्ति विवरण इस प्रकार है :

| क्र. संख्या | पद का नाम | समूह | पदों की संख्या | पदों का आरक्षण | वेतन स्तर |
|-------------|------------------------------|------|----------------|--|---------------|
| 1. | लेखा अधिकारी | बी | 04 | अनारक्षित -03, ओबीसी -01 | वेतन स्तर - 7 |
| 2. | प्रशासनिक अधिकारी | बी | 01 | अनारक्षित -01 | वेतन स्तर - 7 |
| 3. | संपादक (हिंदी-1, English-1) | बी | 02 | अनारक्षित -01, ओबीसी -01 | वेतन स्तर - 7 |
| 4. | वीडियो एडिटर | बी | 01 | अनारक्षित -01 | वेतन स्तर - 7 |
| 5. | प्रलेखन सहायक | बी | 01 | अनारक्षित -01 | वेतन स्तर - 6 |
| 6. | *शिल्प प्रशिक्षक एवं समन्वयक | बी | 02 | अनारक्षित -01, ओबीसी -01 | वेतन स्तर - 6 |
| 7. | हिंदी अनुवादक | बी | 01 | अनारक्षित -01 | वेतन स्तर - 6 |
| 8. | लेखा लिपिक | सी | 02 | अनारक्षित -02 | वेतन स्तर - 4 |
| 9. | अवर श्रेणी लिपिक | सी | 06 | अनारक्षित -03, ओबीसी -01, एससी -01, ईडब्ल्यूएस -01 | वेतन स्तर - 2 |
| 10. | डाटा एंट्री ऑपरेटर | सी | 02 | अनारक्षित -01, ओबीसी -01 | वेतन स्तर - 2 |

*प्रत्याशित रिक्ति दिनांक 01 अक्टूबर, 2024.

- विस्तृत विज्ञापन, निर्धारित आवेदन प्रारूप और सामान्य निर्देश सीसीआरटी वेबसाइट <https://ccrtindia.gov.in/> पर उपलब्ध हैं।
- उम्मीदवारों को केवल सीसीआरटी की वेबसाइट: <https://ccrtindia.gov.in/> पर दिए गए निर्धारित प्रारूप में सभी शैक्षिक दस्तावेजों, अनुभव और जाति प्रमाण पत्र आदि की स्व-सत्यापित प्रतियों के साथ आवेदन करना चाहिए, जिसके बिना आवेदन मान्य नहीं होगा/ अस्वीकार कर दिए जाने का भागी होगा।
- केंद्र/राज्य सरकार/स्वायत्त निकायों/सार्वजनिक क्षेत्र के उपक्रमों आदि में काम करने वाले उम्मीदवारों को उचित माध्यम से आवेदन करना चाहिए या चयन प्रक्रिया के समय अनापत्ति प्रमाण पत्र (एनओसी) प्रस्तुत करना चाहिए।
- ईमेल के माध्यम से प्राप्त आवेदन और/या ऐसे आवेदन जो विज्ञापन में दिए गए मानदंडों को पूरा नहीं करते हैं/अपूर्ण आवेदन/बिना हस्ताक्षरित/स्व-सत्यापित दस्तावेजों को संलग्न किए बिना/देर से प्राप्त आवेदन अस्वीकार कर दिए जाएंगे और किसी भी परिस्थिति में स्वीकार नहीं किए जाएंगे।
- चयनित उम्मीदवारों को नई दिल्ली स्थित सीसीआरटी मुख्यालय या इसके किसी भी क्षेत्रीय केंद्र में तैनात किया जा सकता है।
- विधिवत भरे हुए आवेदन पत्र की प्राप्ति की अंतिम तिथि रोजगार समाचार में विज्ञापन के प्रकाशन की तारीख से 30 दिन है।
- कोई भी परिशिष्ट/शुद्धिपत्र केवल सीसीआरटी की वेबसाइट पर पोस्ट किया जाएगा।
- उपर्युक्त पदों के लिए शारीरिक रूप से अक्षम/दिव्यांग अभ्यर्थियों का स्वागत है।
- आयु में छूट केंद्र सरकार/विभाग के मानदंडों अनुसार दी जाएगी।
- परीक्षा/साक्षात्कार में उपस्थित होने के लिए कोई यात्रा भत्ता /डीए नहीं दिया जाएगा।

उपनिदेशक (प्रशासन)
सीसीआरटी, नई दिल्ली



Centre for Cultural Resources and Training

(An Autonomous Body under Ministry of Culture, Govt. of India)

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

Advt. No. : CCRT/11011/07/2024/04

Closing Date : 28.10.2024

Mission Mode Recruitment : Group – “B & C” posts in CCRT

Applications are invited for the following Group “B & C” posts on Direct Recruitment basis in Centre for Cultural Resources and Training, New Delhi. The vacancy details are as under:

| Sl. No. | Name of the Post | No. of Posts | Post Reserved For | Pay Level As per 7th CPC | Age (as on 28.10.2024) | Educational, Other qualifications & Experience |
|----------------|-----------------------------|---------------------|--------------------------|--|-------------------------------|--|
| 1. | Accounts Officer | 04 | UR-03 OBC-01 | Pay Level – 7 | Upto 35 Years | i. Degree of a recognized University / Institute. ii. 03 Years experience in Cash Account and Budget work in a Government Office / PSU / Autonomous body Statutory Body. |
| 2. | Administrative Officer | 01 | UR-01 | Pay Level – 7 | Upto 35 Years | i. Bachelor’s Degree from a recognized University / Institutions. ii. Two years experience in Accounts, Administration, Establishment work in Govt. office/ PSU/ Autonomous / Statutory body. |
| 3. | Copy Editor (1- English, | 02 | UR-01 OBC-01 | Pay Level – 7 | Upto 30 Years | Essential i. Post Graduate in Hindi/English from a recognized |

| Sl. No. | Name of the Post | No. of Posts | Post Reserved For | Pay Level As per 7 th CPC | Age (as on 28.10.2024) | Educational, Other qualifications & Experience |
|---------|-----------------------------------|--------------|-------------------|--------------------------------------|------------------------|---|
| | 1- Hindi) | | | | | <p>University / Institute.</p> <p>ii. Diploma in journalism / editing from a recognized university / institute.</p> <p>iii. Two years experience in editing of journals and Books.</p> <p>Or</p> <p>i. Graduate in Hindi/English from a recognized University/Institute.</p> <p>ii. Diploma in journalism from a recognized university institute.</p> <p>iii. Four years experience in editing of journals and Books in Government Departments or reputed publishing firms.</p> <p>Desirable: Experience of holding of printing and publishing projects</p> |
| 4. | Video Editor | 01 | UR-01 | Pay Level – 7 | Upto 30 Years | <p>i. Degree in Film Editing from any recognize University / Institute.</p> <p>ii. Two years experience in the field of film / video editing in any established studio / institute.</p> |
| 5. | Documentation Assistant | 01 | UR-01 | Pay Level – 6 | Upto 30 Years | <p>i. Degree from a recognized University.</p> <p>ii. One year experience in Documentation in a reputed organization.</p> |
| 6. | * Craft Instructor & Co-ordinator | 02 | UR-01 OBC-01 | Pay Level – 6 | Upto 30 Years | <p>Essential</p> <p>i. Bachelor’s Degree from a recognized University / Institute.</p> <p>ii. Diploma in Crafts from a recognized institute.</p> |

| Sl. No. | Name of the Post | No. of Posts | Post Reserved For | Pay Level As per 7 th CPC | Age (as on 28.10.2024) | Educational, Other qualifications & Experience |
|---------|------------------|--------------|-------------------|--------------------------------------|------------------------|--|
| | | | | | | iii. Two years practical experience in conducting/teaching Craft Classes in a recognized reputed institution. Desirable: Proficiency in Computer application. |
| 7. | Hindi Translator | 01 | UR-01 | Pay Level – 6 | Upto 30 years | Essential: Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; OR Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and |

| Sl. No. | Name of the Post | No. of Posts | Post Reserved For | Pay Level As per 7 th CPC | Age (as on 28.10.2024) | Educational, Other qualifications & Experience |
|---------|----------------------|--------------|------------------------------------|--------------------------------------|------------------------|---|
| | | | | | | English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level; AND Recognized Diploma or Certificate course in translation from Hindi to English & Vice Versa or two years' experience of translator work from Hindi to English and vice Versa in Central or State Government office including Government of India undertaking. |
| 8. | Accounts Clerk | 02 | UR-02 | Pay Level – 4 | Upto 30 years | Essential: Graduate from a recognised University / Institutions. Desirable: One year working experience in Accounts/Finance /Cash in reputed institutions. |
| 9. | Lower Division Clerk | 06 | UR-03 OBC-01 SC-01 EWS-01 | Pay Level – 2 | Upto 30 years | i. Senior Secondary from recognized Board. ii. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 key depressions of each word). |
| 10. | Data Entry Operator | 02 | UR-01 OBC-01 | Pay Level – 2 | Upto 30 years | i. Senior Secondary from recognized Board. ii. A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 key depressions of each word). |

* Anticipated Vacancy with effect from 01st Oct. 2024.

Dy. Director (Administration)



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

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 & 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.

APPLICATION - PROFORMA

| | |
|---------------------------------|---|
| Post Applied For : _____ | Paste your Recent Photograph |
|---------------------------------|---|

(All annexures /enclosures should be sequentially arranged with page numbers and self-attestation of the candidate)

1. General Information of the Applicant:

| | |
|--|---------------------------|
| Full Name in Capital Letters (as per the official certificate) | |
| Father's/ Husband's Name | |
| Date of Birth (DD/MM/YYYY) | |
| Age (as on the last date of application submission) (YY/MM) | |
| Place of Birth | |
| Religion | |
| Gender (Tick the relevant option) | Male/ Female/ Transgender |
| Marital Status (Tick the relevant option) | Single/ Married |
| Contact No. / Mobile No. | 1. 2. |
| Email ID | 1. 2. |
| Category (Tick the relevant option) | SC/ ST/OBC/Unreserved |
| Special Category (Tick the relevant option) | PwD/ EWS/ Ex-Serviceman |
| Do you possess the essential educational qualifications & experience as mentioned in the advertisement? | Yes/ No |
| Present Address | |
| Permanent Address | |

2. Present Employment:

| | |
|--|--|
| Designation | |
| Organization & Address | |
| Roles and Responsibilities | |
| Present Basic Pay, Pay Scale& Gross Emoluments/Month | |
| Date of Appointment to the Present Post | |
| Total experience in the current position as on the last date of application submission (YY/MM) | |

3. Educational/Other Professional Qualifications (Starting with the highest qualification upto SSLC)

| Sl. No. | Examination Passed and Year of Passing | Division/ Grade/ Percentage of Marks | Duration of the Degree/ Diploma | Board/ University/ Institution | Subjects |
|---------|--|--------------------------------------|---------------------------------|--------------------------------|----------|
| 01 | | | | | |
| 02 | | | | | |
| 03 | | | | | |
| 04 | | | | | |
| 05 | | | | | |

4. Details of Employment in Chronological Order (Attach certificate(s) of employment)

| Name of the Organization/ Institute/ Firm | Post Held | Ad-hoc/ Regular | Duration | | Total Period | Salary | Nature of Duties |
|--|-----------|--------------------|----------|----|--------------|--------|------------------|
| | | | From | To | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

5. Any Other Relevant Information (Attach extra sheet, if required):

| |
|--|
| |
|--|

6. Details of Two References:

| S. No. | Name of the Referee | Post Held by the Referee | Postal Address with Phone/ Mobile No. and Email |
|--------|---------------------|--------------------------|---|
| 1. | | | |
| 2. | | | |

7. Character & Antecedent Reports

| S. No. | Subject | Remarks |
|--------|---|---------|
| 1 | Have you ever been subjected to any disciplinary action, as a student and/or as an employee? If so, give the complete details | |
| 2 | Have you ever been dismissed/ suspended from service/employment? If so, give the complete details | |
| 3 | Were you involved in any criminal case? If so, give the complete details | |
| 4 | Is any case (criminal case/ disciplinary action) pending against you in the Court? If so, give the complete details | |

8. Demand Draft Details:

| Demand Draft No. | Date | Amount | Name of the Bank & Address |
|------------------|------|--------|----------------------------|
| | | | |

9. Checklist for Enclosures:

| S. No. | Document | Please put Tick Mark | No. of Sheets |
|--------|---|----------------------|---------------|
| 1 | SSLC Mark Sheet | Yes/No | |
| 2 | HSC Mark Sheet | Yes/ No | |
| 3 | UG Mark Sheets | Yes/No | |
| 4 | UG Degree Certificate | Yes/ No | |
| 5 | PG Mark Sheets | Yes/ No | |
| 6 | PG Degree Certificate | Yes/ No | |
| 7 | Equivalence Certificate in case of Foreign Degrees | Yes/ No | |
| 8 | Community Certificate | Yes/ No | |
| 9 | Disability Certificate (if applicable) | Yes/ No | |
| 10 | Experience Certificate(s) | Yes/ No | |
| 11 | NOC from the Present Employer | Yes/ No | |
| 12 | Latest OBC Certificate (if applicable) | Yes/ No | |
| 13 | Documents of any Pending Cases, Disciplinary Action etc. | Yes/ No | |
| 14 | Photo Identity Card (Aadhar/PAN/ Driving License) | Yes/ No | |
| 15 | Photographs (One photograph to be pasted in the application and Two nos. of recent photographs are to be enclosed separately) | Yes/ No | |
| 16 | Any Other Documents in support of the Post Applied | Yes/ No | |
| 17 | Demand Draft | Yes/ No | |

UNDERTAKING

I declare and fully understand that in the event of any information furnished in this application being found to be false, misleading or incorrect at any stage, my application/candidature is liable to be summarily rejected and if I am already appointed, my services are liable to be terminated without any notice as per the Act/Statutes, etc., and other applicable rules of Government of India. I also hereby declare that I have never been convicted for any offences and there are no criminal/departmental proceedings pending/contemplated against me.

Place:

(Signature of the Applicant)

Date: