

**Application Format / आवेदन प्रपत्र**

**Application for the post of Deputy Director, CCRT  
उपनिदेशक, सीसीआरटी पद के लिए आवेदन पत्र**

Passport Size  
photograph  
पासपोर्ट आकार  
की तस्वीर

1. Name of the applicant (in BLOCK letters) :  
आवेदक का नाम, स्पष्ट अक्षरों में
2. Date of Birth (In Christian era) :  
जन्म तिथि (अंग्रेजी कलेंडर के अनुसार)
3. (i) Date of Entry into Service  
सेवा में प्रविष्टि की तारीख  
(ii) Date of Retirement on superannuation under Central / State Govt. :  
केन्द्र / राज्य सरकारी सेवा से सेवा निवृत्ति की तारीख
4. Postal Address (with Telephone / Mobile No. & e-mail ID) :  
डाक पता (दूरभाष / मोबाईल नं. और ई-मेल पता सहित)
5. Educational Qualifications :  
शैक्षिक अर्हताएं

S.No. क्र.सं.	Degree/ Certificate डिग्री / सर्टिफिकेट	Subjects विषय	Name of the University / Board विश्वविद्यालय / बोर्ड का नाम	Division / Percentage श्रेणी / प्रतिशत

6. Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) :  
क्या आप पद के लिए अपेक्षित शैक्षिक एवं अन्य अर्हताएं पूरा करते हैं (यदि कोई अर्हताएं नियमों में निर्धारित अर्हताओं के समतुल्य माना जाना है, तो उसके लिए क्या प्राधिकार है)

Qualifications / Experience required as mentioned in the advertisement / vacancy circular विज्ञापन / रिक्ति परिपत्र के अनुसार अपेक्षित अर्हताएं/ अनुभव का विवरण	Qualifications / Experience possessed by the officers अधिकारी के आधिपत्य में अर्हताएं / अनुभव का विवरण
<b>Essential / अनिवार्य</b> (A) Qualification / अर्हताएं (B) Experience / अनुभव  <b>Desirable / वांछनीय</b> (A) Qualification / अर्हताएं (B) Experience / अनुभव	<b>Essential / अनिवार्य</b> (A) Qualification / अर्हताएं (B) Experience / अनुभव  <b>Desirable / वांछनीय</b> (A) Qualification / अर्हताएं (B) Experience / अनुभव

7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post

कृपया स्पष्ट रूप से बताएं कि आपके द्वारा दिए गए प्रविष्टियों के आधार पर, आप अपेक्षित अर्हताएं एवं इस पद के लिए आवश्यक अनुभव रखते हैं

8. Service to which you belong :

आप किस सेवा के सदस्य हैं

9. Whether belong to SC/ ST/ OBC :

क्या आप अनु. जाति / अनु. जनजाति / अ.पि.व. से संबंध रखते हैं

10. Details of Employment and Experience in chronological order,

starting from present employment :

सेवा और अनुभव का कालक्रमिक ब्यौरा, वर्तमान नियुक्ति से शुरू करके :

S.No.	Name of Employer	Post Held on regular basis	Period		*Pay Band & Grade Pay / Pay Scale of the post held on regular basis	Whether held on regular / deputation / ad-hoc basis	Nature of duties (in detail) highlighting experience required for the post applied for
			From	To			
क्र.सं.	नियोक्ता का नाम	पद नाम	अवधि		*वेतन बैंड एवं ग्रेड वेतन / वेतन मान, सदृश्य आधार पर धारण किए हुए पद का	किस आधार पर धार्य (नियमित/ प्रतिनियुक्ति/ तदर्थ)	निष्पादित किए गए कार्य का विवरण (विस्तार से), इस पद के लिए आवश्यक अनुभव की विशिष्टता को ध्यान में रखते हुए
			कब से	कब तक			

• **Important** – Pay Band and Grade Pay granted under ACP / MACP Scheme are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of financial upgradation under ACP/ MACP Schemes with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below :-

• **महत्वपूर्ण** – ए.सी.पी / एम.ए.सी.पी परियोजना के अंतर्गत अनुदत्त वेतन बैंड तथा ग्रेड वेतन, अधिकारी के व्यक्तिगत होने के कारण उल्लेख न करें । केवल सदृश्य आधार पर धारण किए गए पद का वेतन बैंड तथा ग्रेड वेतन उल्लेख करें । आवेदक को ए.सी.पी/एम.ए.सी.पी. परियोजना आधार पर दिए गए वेतन बैंड तथा ग्रेड वेतन का उल्लेख नीचे इस प्रकार करें :-

Office./ Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
कार्यालय / संस्था	ए.सी.पी./ एम.ए.सी.पी परियोजना के अंतर्गत मिल रहे वेतन, वेतन बैंड तथा ग्रेड वेतन	कब से	कब तक

11. Nature of present employment i.e., ad-hoc, temporary or permanent :

वर्तमान सेवा योजन का विवरण (तदर्थ/ अस्थाई / स्थाई)

12. In case the present employment is held on deputation/ contract basis, please state :

यदि आप अभी प्रतिनियुक्ति/संविदा के आधार पर सेवारत हैं तो कृपया बताएं

- The date of initial appointment  
नियुक्ति की प्रारंभिक तिथि
- Period of appointment on deputation / contract  
प्रतिनियुक्ति/संविदा आधार पर सेवावधि
- Name of the parent office / organization to which the applicant belongs  
आवेदक मूल रूप से किस कार्यालय / संगठन से संबंधित हैं
- Name of the post and pay of the post held in substantive capacity in the Parent Organization  
स्वायत्त आधार पर मूल कार्यालय / संगठन में धारण किए गए पद का नाम एवं वेतनमान

**Note / टिप्पणी:**

In case of officers already on deputation, the applications of such officers should be forwarded by the parent cadre / department along with Cadre Clearance, Vigilance Clearance and Integrity Certificate.

आवेदक जो वर्तमान में प्रतिनियुक्ति के आधार पर सेवारत हैं, का आवेदन पत्र उनके मूल कार्यालय / संगठन के काइर नियंत्रण अधिकारी द्वारा सत्यनिष्ठा तथा अनुशासनात्मक / सतर्कता संबंधी प्रमाण पत्र सहित अग्रेषित होना चाहिए ।

13. Additional details about present employment. Please state whether working under

वर्तमान सेवा से संबंधित अतिरिक्त सूचना । कृपया बताएं आपकी सेवा किस तरह की है

- Central Govt. / केन्द्र सरकार
- State Govt. / राज्य सरकार
- Autonomous organization / स्वायत्त निकाय
- Govt. Undertaking / सरकारी उपक्रम
- Universities / विश्वविद्यालय

14. If any post held on Deputation in the past by the applicant,

date of return from the last deputation and other details :

आवेदक विगत में यदि किसी पद पर प्रतिनियुक्ति आधार पर नियुक्त थे,  
तो उस पद से वापसी की तारीख एवं अन्य विवरण दें :

15. Please state whether you are working in the same Department and

are in the feeder grade or feeder to feeder grade :

कृपया आवेदक यह बताएं कि क्या वह इसी विभाग में प्रदायक पद या  
प्रदायक के प्रदायक पद पर कार्यरत हैं :

16. Are you in revised scale of pay? If yes, give the date from which the revision took place (please indicate the pre-revised scale of pay, as well):

क्या आप संशोधित वेतनमान पर कार्यरत हैं ? यदि हाँ, तो संशोधित वेतनमान किस तिथि से लागू हुआ ये बताएं (कृपया संशोधन पूर्व वेतनमान भी बताएं)

17. Existing total emoluments drawn per month :

वर्तमान मासिक कुल परिलब्धियाँ

18. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training, (iii) achievements i.e., research publications, awards / scholarships, affiliation with professional bodies / institutions, research / innovative majors involving official recognition etc. and (iv) work experience over and above prescribed in the vacancy circular / advertisement) {Please enclose a separate sheet, if required} :

अतिरिक्त सूचना, जो आप अपनी उपलब्धियों से संबंधित पद की उपयुक्तता के बारे में बताना चाहें (इन विषयों को मध्यनजर रखते हुए उपलब्धियों के बारे में सूचना दें (i) अतिरिक्त शैक्षिक अहर्ताएं, (ii) वृत्तिक प्रशिक्षण, (iii) पुरस्कार / छात्रवृत्ति प्राप्ति का विवरण, वृत्तिक संस्थाओं / संगठनों से संबंध का ब्यौरा, अनुसंधान / नवप्रवर्तन कार्यों के लिए प्राप्त आधिकारिक मान्यता, आदि (iv) रिक्ति परिपत्र / विज्ञापन में निर्धारित कार्यानुभव से अधिक कार्य करने का अनुभव, यदि हो तो (यदि आवश्यकता हो तो, कृपया अलग से शीट लगाएं)

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of essential qualification / work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details furnished by me are correct and true to the best of my knowledge and no material fact having a bearing has been suppressed / withheld.

मैंने रिक्ति परिपत्र / विज्ञापन में दिए गए सभी सूचनाओं को भली भाँति देखने के पश्चात ही अपना शैक्षिक अभिलेख एवं कार्य अनुभव जीवन वृत्त प्रस्तुत किया है। मुझे ज्ञात है कि सभी संबंधित दस्तावेजों की, जो मैंने प्रस्तुत किए हैं, का मूल्यांकन चयन समिति द्वारा किया जाएगा। मेरे द्वारा दिए गए सभी सूचनाएं / जानकारी मेरे ज्ञान से सत्य एवं सही हैं तथा मैंने ऐसी कोई महत्वपूर्ण सूचना / जानकारी का दमन नहीं किया है, जिसका मेरे इस पद में चयन के लिए वहन रखता हो।

Signature of Candidate

आवेदक के हस्ताक्षर

Date.....

दिनांक .....

Address

पता

**Certificate to be given by the Department**  
**विभाग / संगठन द्वारा दिए जाने वाला प्रमाण पत्र**

It is certified that :

यह सत्यापित किया जाता है कि :

- (i) Information given above by the applicant, Shri/Smt. \_\_\_\_\_, designation \_\_\_\_\_, have been verified as per the service records and found correct.  
श्री / श्रीमती \_\_\_\_\_, पदनाम \_\_\_\_\_, द्वारा आवेदन पत्र में दिए गए समस्त सूचनाओं की आवेदक की सेवा अभिलेख के माध्यम से जाँच कर ली गई है और ठीक पाया गया है ।
- (ii) The integrity of the applicant is beyond doubt.  
आवेदक की इमानदारी और सत्यनिष्ठा में कोई संदेह नहीं है ।
- (iii) The applicant is clear from vigilance angle and no disciplinary / vigilance case is pending or contemplated against him/her.  
आवेदक की सतर्कता अनापत्ति सत्यापित की जाती है । उनके खिलाफ कोई अनुशासनात्मक या सतर्कता संबंधी मामला अर्निणित या अपेक्षित नहीं है ।
- (iv) No major / minor penalty has been imposed on the applicant during the last 10 years.  
आवेदक को पिछले दस वर्षों में किसी बड़े या छोटे दंडों से दंडित नहीं किया गया है ।
- (v) The cadre controlling authority of the applicant has given its clearance for his applying for the above post.  
आवेदक को उनके काडर नियंत्रण अधिकारी द्वारा आवेदन पत्र भेजने के लिए अनुमति प्रदान की गई है ।
- (vi) The ACR / APAR Dossier (duly attested on each page by an officer not below the rank of Under Secretary to the Govt. of India or equivalent) for the last 05 years of the applicant is enclosed.  
आवेदक की पिछले पाँच वर्षों की गोपनीय रिपोर्टों की प्रतियाँ, हर पृष्ठ पर अवर सचिव / समतुल्य अधिकारी द्वारा सत्यापित कर, संलग्न की जाती है ।
- (vii) The applicant will be relieved in time to report for duty, in the event of his selection for appointment on deputation basis in your department.  
आवेदक को, प्रतिनियुक्ति के आधार पर आपके विभाग में चयनित होने पर, समय से भारमुक्त किया जाएगा ।

(Signature of the Head of the Office)  
(विभागाध्यक्ष के हस्ताक्षर)  
with designation and Seal  
पदनाम एवं कार्यालय के मोहर सहित

Place / स्थान : .....

Date / तिथि : .....



## **Centre for Cultural Resources and Training**

**(Under the aegis of Ministry of Culture, Government of India)**

**Plot No. 15-A, Sector-7, Dwarka, New Delhi – 110075**

**Tel. No. 25309300, Fax: (011)25088637**

**Website: [www.ccrindia.gov.in](http://www.ccrindia.gov.in)**

**Filling up of four (04) posts of Deputy Director, Group 'A' in PB – 3, ₹ 15600-39100/-, Grade pay - ₹ 6600/- (revised pay scale as per 7<sup>th</sup> CPC, Level-11 in Pay Matrix), by Composite Method: Deputation (including short term contract) plus Promotion in the Centre for Cultural Resources and Training (CCRT), an autonomous organization under the administrative control of the Ministry of Culture, Govt. of India.**

Applications are invited from eligible officers serving under the Central/State Governments or those employed in sub-ordinate/attached offices/autonomous bodies under the Govt. of India, for appointment to four (04) posts of Deputy Director, Group 'A' in PB - 3, ₹ 15600-39100/-, Grade pay ₹ 6600/- (revised pay scale as per 7<sup>th</sup> CPC, Level-11 in Pay Matrix) by Composite Method: Deputation (including short-term contract) plus promotion, in CCRT, an autonomous organization under the Ministry of Culture, Govt. of India, in its Headquarters office in New Delhi.

### **2. About CCRT**

The Centre for Cultural Resources and Training (CCRT) is one of the premier institutions working in the field of linking education with culture. CCRT's main thrust is to conduct variety of training programmes for in-service teachers, teacher educators, educational administrators and students throughout the country. The training programmes provide an understanding and appreciation of the philosophy, aesthetics and beauty inherent in Indian art, culture and heritage and focus on formulating and incorporating a cultural component in curriculum teaching. It has its Headquarters in New Delhi and three Regional Centres - Udaipur in the West, Hyderabad in the South and Guwahati in the North-East to facilitate widespread dissemination of Indian art and culture.

.....2/-

### 3. Details of posts and Eligibility conditions:

#### (i) Deputation (including short-term contract)

From amongst Central/State Government employees or those employed in sub-ordinate/attached offices/autonomous bodies under the Govt. of India holding:-

(i) Analogous posts on regular basis.

or

Posts in the pay scale of Pay Band - 2, ₹ 9300- 34800/- plus Grade pay of ₹ 4600/- (revised pay scale as per 7<sup>th</sup> CPC, Level – 07 in Pay Matrix) with 07 years' regular service in the grade and

(ii) Possessing educational and other qualifications as indicated below:

#### **A) For Deputy Director (General) – 02 posts –**

(a) Post Graduate degree in Arts / History / Anthropology / Sociology / Humanities, from a recognized University,

(b) Eight years' experience in organizing seminars, conferences or conducting evaluation in linking education with Art and Culture.

#### **B) For Deputy Director (Finance) – 01 post**

(a) Post Graduate degree in Commerce, from a recognized University with: -

(i) Eight years' experience in handling Accounts, in the pay scale of Rs. 9300-34800/- + GP of Rs. 4600/- in Government or Semi-Govt. organizations, or

(ii) Five years' experience in handling Accounts, in the pay scale of Rs. 9300-34800/- + GP of Rs. 5400/- in Government or Semi-Govt. organizations, or

.....3/-

**C) For Deputy Director (Production) – 01 post**

- (i) A degree / diploma in Direction / Cinematography / Editing / Sound Recording and Sound Engineering from any of the recognized Institutes, with 08 years' experience in the related field or 08 years' experience in documentation and preparation of audio / visual on Art and Culture, or
- (ii) Post Graduate degree in Hindi / English and Diploma in Journalism / Mass Communication with 08 years' experience in editing / publishing of Journals and Books in Government departments or reputed publishing firms.

**Note 1:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Govt. shall ordinarily not exceed four years. The maximum age limit for appointment by deputation (ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.

**Note 2:** The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 3:** For purposes of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 01-01-2006/the date from which the revised pay structure based on the 6<sup>th</sup> CPC recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay/pay scale extended based on the recommendations of the Commission, except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay/pay scale, and where this benefit will extend only for the post(s) for which the grade pay/pay scale is the normal replacement grade without any up-gradation.

.....4/-



(ii) **Promotion**

Eligibility for consideration for promotion will be limited only to officers serving in the feeder category prescribed in the Recruitment Rules of the respective post i.e. Field Officer for the post of Deputy Director (General), Accounts Officer for the post of Deputy Director (Finance) and Assistant Documentation Officer / Copy Editor / Video Editor for the post of Deputy Director (Production), serving in Centre for Cultural Resources and Training in PB - 2, ₹9300-34800/- plus Grade pay - ₹ 4600/- (revised pay scale as per 7<sup>th</sup> CPC, Level – 07 in Pay Matrix), with seven years' service in the grade rendered after appointment thereto on a regular basis. They may also apply. Eligible departmental candidates figuring in the zone of consideration shall be considered for promotion as per the prescribed procedure laid down to fill up a post on "Selection" basis, along with applicants for appointment on deputation (ISTC) basis and in case they are selected for appointment to the post(s), the said post shall be deemed to have been filled up by promotion.

4. **How to apply**

Applications in duplicate, in the enclosed prescribed proforma (Annex 'A') and complete and up-to-date ACR/APAR dossiers for the last five years of the officers who can be spared in the event of their selection alongwith (i) vigilance clearance, (ii) integrity certificate, (iii) cadre clearance and (iv) major/minor penalty statement for the last 10 years should be forwarded to Director, CCRT, at the above mentioned address, through proper channel within a period of 45 days from the date of publication of advertisement in the Employment News (i.e. 21<sup>st</sup> April, 2018). Applications received after the due date or other wise incomplete will not be considered and rejected.

Director,  
CCRT, New Delhi