



# **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:

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Post Reserved For</b>	<b>Pay Level As per 7<sup>th</sup> CPC</b>	<b>Age (as on 28.10.2024)</b>	<b>Educational, Other qualifications &amp; Experience</b>
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	<b>Essential</b> i. Post Graduate in Hindi/English from a recognized

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	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><b>Or</b></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><b>Desirable:</b> 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><b>Essential</b></p> <p>i. Bachelor’s Degree from a recognized University / Institute.</p> <p>ii. Diploma in Crafts from a recognized institute.</p>

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						<p>iii. Two years practical experience in conducting/teaching Craft Classes in a recognized reputed institution.</p> <p><b>Desirable:</b> Proficiency in Computer application.</p>
7.	Hindi Translator	01	UR-01	Pay Level – 6	Upto 30 years	<p><b>Essential:</b></p> <p>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</p> <p>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</p> <p>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</p> <p>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</p> <p>Master's Degree of a recognised University in any subject other than Hindi or English, with Hindi and</p>

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						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	<b>Essential:</b> Graduate from a recognised University / Institutions.  <b>Desirable:</b> 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 01<sup>st</sup> Oct. 2024.

**Dy. Director (Administration)**