

EASTERN ZONAL CULTURAL CENTRE

(MINISTRY OF CULTURE, GOVERNMENT OF INDIA)
IB-201, SALT LAKE, KOLKATA-700106

May 8, 2017

Recruitment of Assistant Programme Executive

Eastern Zonal Cultural Centre is an autonomous organization under the Union Ministry of Culture, Government of India.

Applications (in prescribed proforma) are invited from eligible candidates for the Group-C post of Assistant Programme Executive (Programme & Museum) (one post) and Assistant Programme Executive (2 Posts) for its unit at Srijani, Santiniketan and Kolkata Office.

The applications complete in all respect should reach the office of the Director, Eastern Zonal Cultural Centre, IB-201, Saltlake, Kolkata-700106 within 22nd May, 2017 before 5pm.

No of vacant post: 3(1 – Gen, 1- SC/ST, 1 – OBC)

1. Classification: Group-C

2. Scale of Pay: Rs 5200-20200 + GP Rs 2400

3. Age limit: 18 to 25 years (as on 01.03.2017)

4. Educational and other qualification:

- a. **Essential:** Bachelor's Degree in the field of Performing Arts viz. Dance/Music/Theatre etc. fine arts, art management, curation and conservation, anthropology, archaeology, Library and Information Science, Mass Communication
- or
- Bachelor degree in any discipline with Diploma in Performing Arts/ fine arts, art management, curation and conservation, anthropology, archaeology, Library and Information Science, Mass Communication.

- b. **Desirable:** (i) Experience of working in cultural field with Central Government/ State Governments or other autonomous bodies / Universities or reputed cultural organisations;
- (ii) Expertise in handling, maintenance and curation of museum of performing arts/artefacts, musical instruments, etc. relating to museum of performing arts.;
- (iii) Fluency in writing and spoken Hindi and English languages.

Nature of work:

1. To prepare programme schedule and monitor its implementation,
2. To coordinate the programmes under various schemes of ZCC
3. To prepare budget for the programmes.
4. To execute programmes in an economic way and avoiding wastage of Government money
5. Preparation and retention of Database of Artists, craftsmen etc
6. Maintaining of database for Guru Sishya and execute the scheme for betterment of the dying art forms
7. To coordinate & liaison with authorities of member states for programmes
8. Any other task assigned by the Director from time to time.
9. Finalisation of programme expenditure and submission of files to the Director through Deputy Director (Prog) & Deputy Director (F&A) for payment.

Process of selection: The candidate will have to appear a written examination. Selection Committee's judgement will be final and on that basis appointment will be made.

APPLICATION FOR THE POST OF ASSISTANT PROGRAMME EXECUTIVE

NAME :

FATHER'S NAME :

PRESENT / RESIDENTIAL ADDRESS :

DATE OF BIRTH :

E-MAIL ADDRESS WITH TEL NO :

EDUCATIONAL QUALIFICATIONS :

Sl. No.	Degree	Year of Passing	Division/ Class	College/ University	Subject

WORK EXPERIENCE :

Sl. No.	Name of the Organisation/ Ministry/ Deptt.	Period		Post Held	Nature of Work
		From	To		

OTHER EXPERIENCE (COMPUTER) :

ADDITIONAL INFORMATION :

DETAILS OF ENCLOSURES :

SIGNATURE : _____

FULL NAME : _____

DATE:

PLACE: