

Eastern Zonal Cultural Center

IB-201, Salt Lake, Kolkata-700106

F. No. EZCC/ Recruitment/Admn/2015-16

21 September, 2015

Recruitment of Private Secretary cum Project Assistant

Applications are invited from eligible candidates for the post of Private Secretary cum Project Assistant for handling Museum and Programmes. Appointment will be on purely contract basis. During contract period consolidated pay of Rs 18,000.00 (Rupees eighteen thousand only) will be paid per month. Applications along with self attested copies of certificates / documents may be submitted to the office of the Director, Eastern Zonal Cultural Centre, IB -201, Salt Lake, Kolkata-700106 positively within 30th October 2015. Eligibility of the candidates will be as follows :

Qualification:-

- i. Graduate from a recognized University
- ii. Degree / Diploma in the field of Music/ Dance/Theatre/Painting

Experience: Minimum 1 year experience in Cultural Organisation as PS/PA under an officer of Pay Band 3 or pay Band 4. Knowledge of computer is essential. Proficiency in Hindi and English is a must. The candidate should have adequate experience in organizing Cultural programmes.

Mode of Selection

Candidates who will fulfill above criteria will have to appear a written examination. Qualified candidates will be required to appear before an interview Board for final selection.

Director

Eastern Zonal Cultural Center

IB-201, Salt Lake, Kolkata-700106

F. No.EZCC/ Recruitment/Admn/2015-16

21 September, 2015

Recruitment of Hindi Translator

Applications are invited from eligible **OBC** candidates for the post of Hindi Translator. Appointment will be on purely contract basis. During contract period consolidated pay of Rs 18,000.00 (Rupees eighteen thousand only) will be paid per month. Applications alongwith self attested copies of certificates / documents may be submitted to the office of the Director, Eastern Zonal Cultural Centre, IB -201, Salt Lake , Kolkata-700106 positively within 30th October 2015. Eligibility of the candidates will be as follows:

Qualification:-

- iii. Post Graduate/ Graduate in Hindi from a recognized University

Experience

Knowledge of computer is essential. Typing knowledge in Hindi and English with required speed is a must. The candidate should have adequate experience in translating materials.

Mode of Selection

Candidates who will fulfill above criteria will have to appear a written examination. Qualified candidates will be required to appear before an interview Board for final selection.

Director