

EASTERN ZONAL CULTURAL CENTRE

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

24 February, 2017

Recruitment of Deputy Director (Programme)

Eastern Zonal Cultural Centre is an autonomous organization under the Union Ministry of Culture, Government of India, invites application for the post of Deputy Director (Programme).

Applications are invited from eligible candidates preferably from the retired central / State Government employees (within the age group of 60 to 62 years) for filling up the post of Deputy Director (programme) , (Group-A) **on short term contract basis**. The candidate selected will be appointed purely on short term contract basis initially for a period of one year which may be extended based on the performance and need for the specific post.

Termination shall be effected by written notice served on the consultant and shall take effect within 15 days of delivery of such notice. Termination will be without prejudice to either party's right accrued before termination.

Salary

Rs 30,000 (Consolidated) per month.

Eligibility

The retired officers who have retired from the equivalent rank from the Central/ State Government having adequate experience in the sector of Art and Culture and had in the pay scale of Rs 15600-39000+ GP 6600 are eligible for this post. Besides Cultural personalities (within the age group of 60-62 years) practising artistes, scholars or experts in the field of Art and Culture with at least 10 years of experience are eligible.

The applications complete in all respect should reach the office of the Director, Eastern Zonal Cultural Centre, IB-201, Saltlake, Kolkata-700106 within 30 days from the date of publication of advertisement.

Deputy Director (Programme): 1 post

Nature of work:

1. To monitor the programmes within member states and other parts of the country,
2. To prepare programme schedule and monitor its implementation,
3. To coordinate the programmes under various schemes of ZCC
4. To coordinate & liaison with authorities of member states for programmes and also with the Programme Coordinators & Programme Assistants of EZCC
5. Execution of programmes avoiding avoidable expenditure and wasteful expenditure of Government money

6. Any other task assigned by the Director from time to time.

Educational qualifications:

1. Graduate from a recognised University

Experience :

- Minimum 10 years' experience of working in Government/ Semi Government/Autonomous Bodies/ PSU's organisations
- Experience in organising cultural activities at the state/ National level (preferably working experience in Ministry of Culture)
- Good Communication and Interpersonal skills,
- Computer literacy

Process of selection:

The candidate will have to appear a personality test before the interview Board. Selection Committee's judgement will be final and on that basis appointment will be made.

APPLICATION FOR THE POST OF DEPUTY DIRECTOR (PROGRAMME)

NAME :

FATHER'S NAME :

PRESENT / RESIDENTIAL ADDRESS :

DATE OF BIRTH :

E-MAIL ADDRESS WITH TEL NO :

DATE OF ENTRY INTO GOVT. SERVICE :

DATE OF RETIREMENT :

EDUCATIONAL QUALIFICATIONS :

SI.	DEGREE	YEAR OF PASSING	DIVISION/ CLASS	COLLEGE/ UNIVERSITY	SUBJECTS

WORK EXPERIENCE (STARTING FROM LAST APPOINTMENT) :

SI.	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: