

SOUTH CENTRAL ZONE CULTURAL CENTRE, NAGPUR

An autonomous organization of Ministry of Culture Govt. of India
56/1 Civil Lines, Opp. MLA Hostel, Nagpur - 440001

VACANCY CIRCULAR

Applications are invited from eligible candidates for filling up posts of Deputy Director (01 Post)(Grade Pay Rs. 6600/-), Administrative & Accounts officer (01 Post) (Grade Pay Rs. 4800/-) on Deputation in the office of the Director, South Central Zone Cultural Centre, Nagpur, The format of application, eligibility criteria and other details are available on the www.sczcc.gov.in & www.indiaculture.nic.in. Applications complete in all respect should reach SCZCC, Nagpur within 45 days from the date of publication of Advertisement in Employment News / Rojgar Samachar.

DIRECTOR

दक्षिण मध्य क्षेत्र सांस्कृतिक केन्द्र, नागपुर

संस्कृति मंत्रालय, भारत सरकार की स्वायत्त संस्था
५६/१, सिविल लाईन्स, एम.एल.ए. हॉस्टल के सामने, नागपुर - ४४० ००१

भर्ती परिपत्रक

दक्षिण मध्य क्षेत्र सांस्कृतिक केन्द्र, नागपुर में उपनिदेशक (ग्रेड पे-रू. 6600/-) (01 पद) और प्रशासनिक एवं लेखा अधिकारी (ग्रेड पे-रू. 4800/-) (01 पद) के प्रतिनियुक्ती पर भर्ती के लिए इच्छुक प्रभागियों से आवेदन मंगाये जा रहे हैं । आवेदन प्रपत्र, पात्रता मापदंड और अन्य आवश्यकताएँ केन्द्र के संकेत स्थल www.sczcc.gov.in और www.indiaculture.nic.in पर देखे जा सकते हैं । आवेदन संपूर्ण पूर्तता के साथ विज्ञापन Employment News / रोजगार समाचार में प्रकाशित होने के बाद 45 दिनों के भितर केन्द्र को प्राप्त हो जाने चाहिए ।

निदेशक,
द.म.क्षे.सां.कें. नागपुर

SOUTH CENTRAL ZONE CULTURAL CENTRE, NAGPUR

MINISTRY OF CULTURE, GOVERNMENT OF INDIA
56/1, Civil Line, Nagpur 440 001 (Maharashtra)

No. SCZCC/Estt/Vacancy/ 2393 /2017

Date :- 20 /06/2017

VACANCY CIRCULAR

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02	A	Name of the post	Administrative -Cum-Accounts Officer
	B	Number of post	One
	C	Mode of Recruitment	On Deputation from Central Government/State Governments or their autonomous bodies/University & have experience in the field related to Art & Culture.
	D	Scale of Pay	Rs. 9300-34800 + GP Rs. 4800
	E	Eligibility Criteria	Officers working in Central Government / State Governments or their autonomous bodies / Universities. i) Holding analogous post on regular basis. ii) Having 3 years of regular service in the scale of Rs. 9300-34800 + GP Rs. 4600 OR iii) Having 5 years of combined regular service in the scale of Rs.9300-34800+ GP Rs. 4600+ GP Rs. 4200 iv) Knowledge of accounts & Administrative matters. v) Working Knowledge of Tally ERP (Latest version)
	F	Tenure of appointment.	The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some organization/ department shall ordinary not exceed 3 years.
	G	Place of Duty	Nagpur (Maharashtra)
	H	Duties and responsibilities	Service matter of the employees, Court Cases, Reply to RTI Applications, Reply to Starred Question, Preparation of Budget Estimate, Accounts & related matters.
	I	Last Date of Receipt of Application	Within 45 days from the date of publication of Advertisement in Employment News / Rojgar Samachar.

Director
S.C.Z.C.C. Nagpur

**Application form for the post of Administrative -Cum-Accounts Officer,
South Central Zone Cultural Centre, Nagpur**

1	Name in Block Letters		Affix recent passport size Photograph				
2	Address/ Tel No. / Mobile No. / Email Id						
3	Date of Birth (in Christian era)						
4	Age as on the date of publication of advertisement						
5	Educational and other Qualifications: _____ _____						
6	Details of Employment, in chronological order:						
	Name of the Office	Post held	Nature of employment i.e. Ad-hoc or temporary or quasi- permanent or permanent or deputation	From	To	Scale of Pay	Nature of duties performed
7	Please state clearly whether in the light of the above information, how you meet the requirements of the post						
8	Additional information, if any, which you would like to mention in support of your suitability for the post						
9	List of Documents attached (All documents should be self-attested. Application should be continuously page numbered)						
	Document			Page No.			

I hereby declared that all statements made in this application are true, Complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/ false or ineligibility being detected before or after the selection, my candidature/ appointment is liable to be cancelled.

Signature of the Candidate:.....

Name of Candidate:

Place:

Date:

**CERTICATES/ DOCUMENTS TO BE GIVEN BY HEAD OF OFFICE OF THE APPLICANT IN
CASE OF DEPARTMENTAL CANDIDATES**

1. It is certified that the particulars furnished by the official are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from the Vigilance angle.
3. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.
4. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. This office has no objection and the applicant will be immediately relieved consequent upon his/her selection for the post of Administrative -Cum-Accounts Officer, SCZCC.
6. The photocopies of ACRs for the last 5 years duly attested (each page) are enclosed.

Date:

Place:

Signature:

Name:

Designation:

OFFICIAL SEAL