

EASTERN ZONAL CULTURAL CENTRE, KOLKATA
Ministry of Culture, Government of India

**Eligibility Criteria for the post of Assistant (Finance & Administration),
Eastern Zonal Cultural Centre (EZCC), Kolkata**

(ADVT. NO. 01/2020)

Applications are invited, **in duplicate**, from eligible candidates for filling up of one post of **Assistant (Finance & Administration)** in Eastern Zonal Cultural Centre (EZCC), Kolkata, an autonomous body under the Ministry of Culture, Govt. of India. EZCC, Kolkata is one of the seven Zonal Cultural Centres set up by the Government of India to promote folk and tribal art and culture of different regions across the country. The eligibility criteria and other details for the post are given below. The format of application and other details are available on the website of EZCC : www.ezcc-india.org

1	Name of the post	Assistant (Finance & Administration)
2	Number of post	one
3	Mode of Recruitment	Direct Recruitment
4	Scale of Pay	Pay Level 6
5	Age limit for applying (as on the date of publication advertisement)	Maximum age limit upto 30 years.
6	Eligibility Criteria	<u>Essential:</u> i) Bachelor's Degree in Commerce from Government recognized college/university as regular student. ii) Proficiency or computer including working knowledge of MS office. iii) Proficiency in computer operation, noting and drafting iv) Knowledge of PFMS (Public Financial Management system) and Tally- package v) Minimum experience in Finance & Administration for three years.
		<u>Desirable Qualification:</u> I) Candidates having experience of working in any Department/ Autonomous Body under Ministry of Culture in the same of capacity with proven record will be given preference. i) Knowledge of GST and Income Tax ii) Professional Qualification of candidates (if any) will be given preference.
	Deputation	Officers working in Central Government / State Governments or their autonomous bodies / Universities i) Holding analogous post on regular basis OR ii) Having 3 years of regular service in the scale of GP 2800 or combined 5 years of service in the GP of Rs. 2800 + 2400 iii) With Cash & Accounts Training conducted by ISTM or qualified SAS Examination conducted by Audit.

7	Application fee	Rs.100/- (SC/ST and Female candidates are exempted from fee) in the form of Postal order / Demand Draft in favour of Director, Eastern Zonal Cultural Centre, Kolkata payable at Kolkata.
8	Last Date for receipt of applications in the office of the Director, EZCC, IB-201, Sector-III, Salt Lake City, Kolkata - 700106	The applications complete in all respects should reach to the address mentioned on or before 15th November 2020 . The departmental candidates should forward their applications through proper channel within the prescribed time limit. Applications received after the due date will not be entertained.
9	Selection Procedure	The Appointing Authority shall decide the procedure of selection (written or interview) or Skill test or combination of them.
10	The management reserves the right to increase, decrease or cancel the number of posts notified at its discretion and such decision will be final and binding to all. In event of cancellation of notified vacancies the application fee paid by the candidates will not be refundable.	

Sd/-
Director, EZCC

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**Application pro forma for the post of Assistant
(Accounts), Eastern Zonal Cultural Centre (EZCC),
Kolkata (ADVT. NO. 01/2020)**

1	Name of the Candidate (in block letters)\	:		Affix recent passport size Photograph (One extra photograph may be enclosed along with application)				
2	Post applied for	:						
3	Father / Husband's Name	:						
4	Date of Birth (in Christian era)	:						
5	Age as on the date of publication of advertisement	:						
6	Permanent Address	:						
7	Mailing Address & Contact No.	:						
8	Email Address	:						
9	Nationality	:						
10	Marital Status	:						
11	Gender	:						
12	Category (General/ SC/ST/OBC)	:						
13	Educational Qualification :							
Sl. No.	Educational Qualification	Board / University	Year of Passing	Subjects		Percentage of Marks/ Division Obtained		
14	Work experience :							
Sl. No.	Name of the Organization	Type of organization (Govt. /PSU/ Pvt.)	Post held	Period			Job Responsibilities	Total Emoluments drawn per month
				From	To	Period in years & Months		

15	Additional information, if any, which you would like to mention in support of your suitability for the post	
16	Details of Demand Draft / Postal order for Rs.100/- towards application fee (SC/ST Female candidates are exempted from application fee)	D.D. / Postal order No. : Date : Name of the Bank : Branch :
17	List of documents attached (All documents should be self attested. Application should be continuously page numbered)	
Document		Page No

Name & Signature of the
applicant Date: