

Office of the Director General, Jawahar Kala Kendra
Jawahar Lal Nehru Marg, Jaipur-302004

F.2 (414) JKK/Adm./Vacant Posts/

Date

Advertisement

Applications are invited from the officers/employees of any Department/Corporation/Borad/Organizatiion of State Govt./Central Govt. having relevant experience. The following posts are to be filled up through deputation for the period of one year likely to be further continue as per rules.

S.No.	Name of post	Running Pay Band	Grade Pay	No. of Post	Qualification & Experience
1	Personal Assistant.	9300-34800	4200	01	As per the Rajasthan Sub-ordinate Offices Ministerial Service Rules 1999.
2	Librarian	9300-34800	4200	01	Essential : 1. Master's Degree in Library Science of a University established by law in India or the qualification declared equivalent thereto. 2. 7 years' experience of the post of Assistant Librarian in an office of repute. Desirable: 1. Theoretical as well as practical knowledge of documentation job.
3	Assistant Librarian	9300-34800	3600	01	Essential : 1. Degree in Library Science of a University established by law in India or the qualification declared equivalent thereto. 2. 3 years' experience of the post of Assistant Librarian in an office of repute. Desirable: 1. Theoretical as well as practical knowledge of documentation job.
4	Assistant Office Superintendent	9300-34800	3600	01	Graduate of a University established by law in India or the qualification declared equivalent thereto.
5	Assistant Programme Officer	9300-34800	3600	02	1. Bachelors of Mass /Media Communication in at least II division from a University established by law in India or the qualification declared equivalent thereto. 2. 3 years' working experience in an Institute of repute.
6	Coordinator	5200-20200	2800	02	<u>Essential:</u> 1. Bachelors Degree of a University established by law in India or the qualification declared equivalent thereto. 2. Having atleast one year experience/internship in the field of Arts or designing or events.
7	Junior Assistant (Clerk Grad-II)	5200-20200	2400	02	As per the Rajasthan Sub ordinate Offices Ministerial Service Rules, 1999.
8	Class IV / Peon	5200-20200	1900	06	As per the Rajasthan Class IV Services (Recruitment and other Service Conditions) Rules, 1999.
Total Post				16	

Interested candidates fulfilling the above desirables may apply. Other conditions are as under.

1. "Grade pay" means Grade Pay of the post held by the employee in the parent Department but does not include Grade Par/drawn by the employee as **Assured Career Progression (ACP)/Selection Grade**.
2. The number of vacancies may increase or decrease.
3. Proficiency in English, Hindi and Computer is essential.
4. Lien of the selected employee shall remain with parent department.
5. Selection would be based on interview by a committee constituted for the selection. However; all the powers to accept or reject application and the selection are reserved with the Director General, Jawahar Kala Kendra.
6. No Deputation allowance will be paid.
7. Format of application may be downloaded from the official web site **www.jawaharkalakendra.rajasthan.gov.in**
8. The application form dully filled and forwarded by the competent authority should reach in this office by 20.08.2018
9. The applicants may submit advance copy of the application, but their selection will be subjected to fulfilling all the requirements.
10. The applicant should submit certificate to the effect that no vigilance/disciplinary proceeding are either pending or contemplated against him.
11. The applicant will be required to submit, through his/her parent department Annual Performance Appraisal Reports of last seven years as and when required by JKK.

Additional Director General (Admn.)

**Office of the Director General, Jawahar Kala Kendra
Jawahar Lal Nehru Marg, Jaipur-302004**

**APPLICATION FORM
PART-1**

Mode of Recruitment : By Deputation
Name of Post Applied For :

Photograph

S.No.	Particulars	Description							
1.	Name in full {In Block Letters}	First Name		Middle Name			Surname		
2.	Nationality								
3.	Father's Name								
4.	Date of Birth	D	D	M	M	Y	Y	Y	Y
5.	Marital Status								
6.	Category	SC	ST	Gen	OBC	PH			
7.	Residential Address with PIN Code								
8.	Landline Number								
9.	Mobile Number								
10.	Email ID								
11.	Academic & Professional Qualifications:	Examination/ Degree	Year of Passing	Name of Institute/Board/Univeraity				% of marks of Grade	

S.No.	Particulars	Description		
12.	Any Equivalent Qualification	If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.		
13.	Details of Present Employment	S.No.	Description	Status
		1.	Designation of the post held	
		2.	Date from which held	
		3.	Scale of the Post (Running Pay Band) and Pay Band	
		4.	Grade Pay of the post (without ACP)	
		5.	Present Running Pay	
		6.	Present Grade Pay	
		7.	Whether Regular/Tenure/Deputation	
8.	Name of Department/Organization			
14.	Employment History With Work Profile of Each Position Held			
15.	Present Responsibilities			
16.	Any Experience in Working of Projects Funded by External Agencies			
17.	Total Emoluments for Month Drawn. (Please indicate detailed break up and attach copy of self attested pay slip)	Running Pay :	Pay Band:	
		Grade Pay :		
		DA:		
		HRA:		
		CCA:		
		CPF Cont.:		
		Total :Rs.		
18.	Contact Details of the officer in HR/P & A/Establishment Who Could Be Contacted Regarding APAs/NOC/Vigilance Clearance.			
19.	Details of Computer Knowledge: (Language (S) Known And Application Software Used.)			
20.	Date of Retirement in the Parent Department.			
21.	Any Additional Relevant Information.			

Declaration

I hereby solemnly declare and undertake that all the above information/statements furnished by me are true, correct and complete to the best of my knowledge and belief. I undertake that if at any stage of selection, or even after selection, any of the information furnished by me is found to be false, incorrect or misleading then my candidature/appointment/services will stand cancelled/terminated without assigning any reason thereof.

Place:

Signature
Name

Date :

PART-II

(To be filled by the Competent Authority)

Certified that :

- (i) The information given above by officer is correct.
- (ii) No vigilance/disciplinary proceedings are either pending or contemplated against the above mentioned officer.
- (iii) His performance during last seven years has not been rated below 'Satisfactory' or equivalent grading.
- (iv) The applicant is a regular employee of this organization and his lien will be kept in this department during the tenure of deputation with JKK.
- (v) His Annual Performance Appraisal Reports of last seven years will be sent and when required by JKK.

Signature

Place:

Date :

Name :
Designation :
Department/Organization:
(With office seal)