

**NATIONAL ACADEMY OF MUSIC, DANCE AND DRAMA**  
 (An autonomus body of Ministry of Culture, Govt. of India)

Rabindra Bhavan, Feroze Shah Road, New Delhi - 110001,  
 Website: www.sangeetnatak.gov.in

**Vacancy for the post of Library &  
Information Officer, New Delhi**

Applications are invited from eligible Indian nationals for filling up the post of Library & Information Officer in the Akademi in the Pay Band-3 Rs.15,600-39,100 with grade pay of Rs.6,600/- (approx. monthly emoluments Rs 70,000).

**Essential Qualification:**

- (a) Master's degree in Library Science from a recognized university;
- (b) Minimum five years experience as a Librarian in a library of standing in the scale of Rs 8000-275-13500 (pre-revised).

**Desirable:**

- a) Understanding and knowledge of performing arts
- b) Familiarity with computer applications.

**Age limit:** Between 35 to 45 years. Relaxable by 5 years in case of persons employed in Central / State Govt./Autonomous body etc. Age also relaxable by 5 years for SC/ST candidates.

**General Information / Instructions:** Applications on plain paper duly typed giving full particulars such as age/date of birth, educational qualification, whether SC/ST/OBC, experience together with a recent passport size photograph and self attested copies of certificates / testimonials along with Declaration as appended below addressed to the Deputy Secretary (Administration), Sangeet Natak Akademi, Rabindra Bhavan, Ferozeshah Road, New Delhi-110 001 superscribing "Application for the post of Library & Information Officer", should reach within 30 days from the date of publication of this advertisement. Incomplete applications including those unsigned and without photograph or received late will be rejected. Those already employed in Central / State Governments/Autonomous bodies may apply through proper channel together with a certificate that he / she will be relieved of his/her duties in the event of selection. Outstation SC / ST candidates called for interview will be paid II class rail / bus fare by the shortest route.

**Note:** No correspondence will be entertained from the candidates for selection / test / interview / appointment. Canvassing in any form will be treated as disqualification. The Akademi reserves the right to reject any or all applications without assigning any reason.

**Format of Application**

1. Application for the post of : .....
2. Name in full (in block letters) : .....
3. Father's / Husband's Name : .....
4. Nationality : .....
5. Place and Date of Birth : .....
6. Age as on closing date : .....
7. Sex (Male/Female) : .....
8. Present Address (with telephone No.): .....
9. Permanent Address (with telephone No.): .....
10. Whether SC / ST / OBC, if yes, state name of caste and enclose proof thereof : .....
11. Educational Qualifications : .....
12. Professional Qualifications : .....
13. Experience / Proficiency (particulars of all previous and present employment), if any : .....
14. Any other information the candidate may like to add : .....

Please affix  
recent passport  
size  
photograph  
duly attested

**15. Declaration:**

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect / incomplete or ineligibility being detected at any time before or after selection / interview, my candidature is liable to be rejected. I shall be bound by the decision of the Secretary, Sangeet Natak Akademi, New Delhi.

Date:

Place: (Signature of candidate)

**Certificate to be furnished by the employer / Head of Office / Forwarding Authority**

1. Certified that the particulars furnished by Shri / Smt. / Km..... are correct and he / she possess educational / professional qualifications and experience mentioned in the advertisement.
2. There is no disciplinary / vigilance case pending / contemplated against him / her.
3. His / Her complete CR Dossier / ACRs for last 5 years duly attested (on each page) are enclosed.
4. His / Her integrity is beyond doubt.
5. In the event of the selection of Shri / Smt. / Km..... he / she will be relieved of his / her duties in this office.

Date:

Place: (Signature)  
(Name, Designation and Office Seal)