



National Academy of Music, Dance & Drama

Advertisement for recruitment

Sangeet Natak Akademi, an autonomous organization fully funded by the Ministry of Culture, Government of India, invites applications from eligible Indian nationals for filling up one post of Audit Officer in Sangeet Natak Akademi by transfer on deputation basis.

The post of Audit Officer is in the pay scale of Rs. 9300-34800 + Rs. 4800 grade pay (Level 8 in the pay matrix as per 7 CPC) and will be filled up from offices of the recognized Audit & Accounts Departments, holding analogous post or with 8 years' service in the pay-scale of Rs. 9300-34800 + Rs. 4600 grade pay (Level 7 in the pay matrix as per 7 CPC) with 3 years experience of inspection, conducting of internal audit of accounts of Govt. offices/commercial organizations/autonomous bodies and also have experience in establishment and accounts matters.

The other details regarding educational qualifications, experience, prescribed age, application procedure, to whom and how to apply etc. may be seen at Sangeet Natak Akademi's website: www.sangeetnatak.gov.in. The last date for applying is 30 days of publication of this advertisement.

Secretary
Sangeet Natak Akademi
New Delhi

Qualifications, Experience and Eligibility required for the post Audit Officer

Nomenclature	Recruitment by transfer on deputation	Education and other Qualification required
Audit Officer 9300-34800+4600 Grade Pay	From amongst the offices of the organization of Comptroller & Auditor General, Controller of Government Accounts and Controller General of Defence accounts holding analogous posts or with 8 (eight) years service in the post in the scale of PB-2 Rs. 9300-34800+4200 grade pay (Pre-revised). (Deputation not to exceed 3 years). Age : Not exceeding 55 years as on the closing date of receipt of the application.	<u>Essential</u> a) Degree in commerce from a recognized university, preferably with honours. b) Should have 3 years experience of inspection, conducting of internal audit of accounts of Govt. offices/commercial organizatios/autonomo us bodies etc. c) Should have experience in administration, establishment and accounting matters. d) Knowledge of Govt. Rules and regulations <u>Desirable</u> Acquaintance with Indian performing arts.

APPLICATION FOR THE POST OF

BIO-DATA PROFORMA

1. Name and Address in Block letters with Telephone Number
2. Date of Birth (in Christian era):
3. Date of retirement under Central/State Government rules:
4. Educational Qualifications:
5. Whether educational and other qualifications required for the posts *are* satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications/Experience required

Qualifications/Experience possessed by the Officer

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient,

Office Instt. Orgn.	Post held and Service Cadre to which it belongs	From	To	Scale of Pay and Classification of post	Whether held on regular/ad-hoc basis	Nature of duties
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8. Nature of present post held: Whether held on:

- (i) ad-hoc basis
- (ii) regular/temporary basis
- (iii) Permanent
- (iv) Basic Pay drawn at present

9. In case the present employment held on deputation/contract basis, please state :

- (a) The date of initial appointment
- (b) Period of appointment on deputation/contract
- (c) Name of the parent office/organization you belong

10. Additional details about present employment. Please state whether working under

- (a) Central Government
- (b) State Government
- (c) Autonomous Organization
- (d) Govt. Undertaking
- (e) University

11. Are you in Revised *scale* of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

12. Total emoluments per month now *drawn*:

13. Additional information, if any which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.

14. Whether belongs to SC/ST

15. Remarks

Signature of the candidate

Address:-----

Date: