

The Times of India : 12-JAN-2019



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 two posts of Junior Clerk-cum-Typist on regular basis in the Pay Level 2 of pay matrix i.e. Rs. 19900-63200.

The other details regarding educational qualifications, experience, 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 45 days of publication of this advertisement.

Secretary
Sangeet Natak Akademi
New Delhi

davp 09114/11/0013/1819



National Academy of Music, Dance & Drama

Sangeet Natak Akademi, an autonomous organization of the Ministry of Culture, Government of India, invites applications for the filling up of the following regular post:

Junior Clerk-cum-Typist—02 (Two)

Qualification:

- 12th class pass or equivalent qualification from a recognized Board or University;
- Should have minimum speed of 30 wpm in English typing/25 wpm in Hindi typing on computer and corresponds to 10500 KDPH for English and 9000 KDPH for Hindi typing.
- Working knowledge of Hindi.

Desirable

Experience of data entry on bilingual computers.

Age limit: upto 30 years. Relaxable by five years in case of persons employed in Central/State Govt./Autonomous body. Age also relaxable for SC/ST & OBC candidates as per rules. Age relaxation of three years to the appellant and the Petitioner in the judgement dated 5th October 2018, passed in W.P.No 5645 of 2018, LPA No 280 of 2018 and LPA No 540 of 2018.

How to apply: Applications on plain paper as per the prescribed format duly typed, and supported with copies of certificates/testimonials and two passport size photographs, complete in all respects are to be sent in a sealed envelope superscribed “Application for the post of Junior Clerk-cum-Typist,” addressed to the Secretary, Sangeet Natak Akademi, Rabindra Bhavan, Feroze Shah Road, New Delhi – 110001, so as to reach the Akademi within 45 days of the date of publication of this advertisement. Those employed in Central or State Governments/Autonomous bodies/Public Sector Undertaking should route their applications through proper channel. They may, however, send one advance copy of the application along with enclosures to the Akademi.

Unemployed SC/ST candidates called for interview will be paid IInd class train/bus fare of the shortest route as per rules. Incomplete or unsigned applications without photograph or late applications will be summarily rejected.

Note: The Akademi reserves the right to reject any/or all applications and cancel the proceedings/recruitment at any time without assigning any reason thereof.

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/tribe 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:.....

15. Declaration

I do hereby declare that all 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)

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