



Sangeet Natak Akademi
Rabindra Bhavan
35 Feroze Shah Road
New Delhi-110001

Notice F.No. Admn./2-9(Estt.)2022-23

Sangeet Natak Akademi, New Delhi, an autonomous body of the Ministry of Culture, Government of India, invites applications from eligible Indian nationals for the post of Secretary, Sangeet Natak Akademi, New Delhi purely on contractual basis initially for a period of five years, extendable by three years, in the Level 12 of pay matrix, i.e, Rs. 78800-209200 along with usual allowances.

Post code	Name of the Post	Number of posts	Office located at	Scale of Pay	Mode of recruitment
1.	Secretary, Sangeet Natak Akademi, New Delhi	(1) One	Sangeet Natak Akademi, Rabindra Bhavan, 35 Feroze Shah Road, New Delhi-110001	Level 12 of pay matrix Rs. 78800- 209200	On contact basis

2. Details of educational & other qualifications for the post is available at Annexure-I, and format of application at Annexure-II. The last date for submission of applications is 30 days from the date of the advertisement appearing in the *Employment News*. Applications received after the due date or incomplete applications in any respect or those not accompanied with the requisite information/documents as asked for or required, will not be considered/entertained. Applications may be addressed to the Chairman, Sangeet Natak Akademi, Rabindra Bhavan, 35 Feroze Shah Road, New Delhi.

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

Chairman
SNA

Brief detail of post:

Name of the post **Secretary, Sangeet Natak Akademi, New Delhi**
Group 'A' Non Ministerial
Scale of Pay Rs.15600+39100+Grade Pay 7600/-
(Pay Matrix Level-12, Rs.78800-209200)

Age: Between 45-50 years (relaxable by 5 years in case of persons employed in Central Govt./State Govt./Autonomous Body. Age also relaxable upto 5 years in case of SC/ST, candidates)

Educational and other qualifications:

- a. Postgraduate Degree or equivalent qualification preferably in social science/humanities/language/literature/music/dance/drama, etc.
- b. Wide ranging understanding and knowledge of performing arts as performer/writer/editor/producer for which evidence should be submitted.
- c. Proven administrative ability of not less than 10 years in a responsible position entailing formulation, planning and execution of projects connected with the performing arts.

"Application Format"

Please affix your
recent passport
size photograph

Name of the post applied for		
1.	Name of the applicant	
2.	Date of birth (in DD/MM/YYYY format)	
3.	Age (Yrs & Month) as on last date of advertisement	
4.	Category - SC/ST/OBC or General	
6.	Sex (Please tick)	Female/Male
7.	Nationality	
8.	Present Employment Status (Please tick)	Central/State Govt./ PSU/ Autonomous Body or Private Sector
9.	Adhaar no.	

10. Educational & Professional Qualifications

Qualification	College/ Institution	University	Year of passing	Class/ Division	Percentage of marks obtained	Subjects/ Core discipline

11. Total Experience (After acquiring of the requisite qualifications): Year Month

12. Details of present employer. Type of employment must be regular only:

Employer's name	Location of posting	Period of Employment		Designa- tion held	Type of employment (Adhoc/Regular/ Training/Regular)	Brief nature of duties/ functions
		From	To			

13. Details of different positions held in each organization with dates. Training period, if any, may be mentioned separately:

Employer's name	Location of posting	Period of employment		Designation held	Type of employment (Adhoc/Regular/Training)	Brief nature of duties/Functions	Reasons for leaving
		From	To				

14. Details of Pay Scale being drawn in the present post as on the date of application:

Scale of pay	Date of entry in the scale	Basic pay	Perks/Special pay, if any	Other emoluments	Total monthly emoluments

15	Mailing Address				
16	Postal Address				
17	Landline Telephone No.		Mobile Nos.		
18	email				

Please tick the applicable as below:

19	Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation)	Yes*/No
20	Whether any punishment/penalty was awarded to you or any vigilance case pending as far as your knowledge goes	Yes*/No
21	Have you applied before for employment in Sangeet Natak Akademi?	Yes*/No

*If Yes, please give details

I certify that the information furnished above is correct to the best of my knowledge and as per the advertisement, I am eligible to be considered for shortlisting for interview. I understand that if the information is not correct, or not supported by documentary proof, my candidature will not be considered, even after shortlisting.

Signature of the Applicant

Dated

Enclosures (as mandatory)

1. For DOB - 10th/Matric certificate
2. For Educational Qualifications - Marksheets or Degree certificate
3. For Pay Scale (For PSU/Govt) or CTC (For private sector) - As per point no. 14
4. Caste certificate
5. No Objection Certificate - From present employer
6. Experience Certificate with date of joining/relieving-issued by employers
