



**National Academy of
Music, Dance
& Drama**

Rabindra Bhavan
35 Feroze Shah Road
New Delhi - 110001
Tel: 011-23386648, 23387248
23387247, 23387248
E-mail: mail@sangeetnatak.
gov.in

**Advertisement for
Recruitment**

Sangeet Natak Akademi (SNA), 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 **Deputy Secretary (Documentation)** in the Pay Matrix 11 (Grade Pay Rs. 6600/-) by transfer on deputation basis initially for one year and further extendable as per norms. The requirements and other details (**Annexures I & II**) for the post are available at the SNA website: www.sangeetnatak.gov.in. Interested candidates may submit their applications through proper channel in the prescribed format along with Vigilance Clearance and ACRs/APARs for the last 5 years to "The Secretary, Sangeet Natak Akademi, Rabindra Bhavan, 35 Feroze Shah Road, New Delhi-110001". The last date for receipt of applications is 30 days from the date of publication of this advertisement. The Akademi reserves the right to reject any/or all applications or cancel the proceedings/ recruitment at any time without

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Annexure I

Requirements for the post of Deputy Secretary (Documentation) at SNA

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| Post | Deputy Secretary (Documentation) –Group ‘A’-Technical |
| Method of Recruitment | <p>Recruitment by transfer on deputation from amongst the officers under the Central/State Government/ Autonomous organizations/ R & D organizations holding analogous posts or with at least 5/8 years of service in posts in (Grade Pay Rs. 5400/- (Pay Matrix 10/9) or Grade Pay Rs.4800/- (Pay Matrix 8), respectively or equivalent and possessing qualifications and experience as mentioned below.</p> <p>Age: Below 56 years as on the closing date of receipt of applications at SNA.</p> |
| Educational qualifications and other requirements | <p><u>Essential</u></p> <ul style="list-style-type: none">a) Degree from a recognized University preferably in Humanities/ Social Sciences.b) Ten year practical experience in documentation, production and dissemination of audio-visual material pertaining to performing arts.c) Awareness and understanding of performing arts. <p><u>Desirable</u></p> <ul style="list-style-type: none">a) Diploma in Library Science/Documentation/Computer application.b) Additional professional qualification in areas of music/dance/drama or comparable qualification in fields like culture anthropology, folklore studies etc.c) Awareness of Govt. rules and regulation. |

Annexure II

**Application Form for the post of Deputy Secretary (Documentation)
on Deputation basis at Sangeet Natak Akademi**

Please affix your
recent passport size
photograph

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|---|--|
| 1.Name and Address (in Block Letters) | |
| 2.Date of Birth (in Christian era) | |
| 3.i) Date of entry into service | |
| ii) Date of retirement under Central/State Government Rules | |
| 4.Educational Qualifications (Copies to be attached) | |
| 5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) | |
| Qualification/ Experience required as mentioned in the advertisement / vacancy circular | |

| | |
|--|--|
| Essential a) Qualification b) Experience | |
| Desirable a) Qualification b) Experience | |
| <p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.</p> | |
| 6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualification and work experience of the post | |
| <p>6.1 Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p> | |

7. Details of Employment in chronological order. Enclose a separate duly authenticated by your signature, if the space below is insufficient.

| Office/ Institution | Post held on regular basis | From | To | *Pay band and Grade Pay/Pay Scale of the post held on regular basis. | Nature of Duties (in detail) highlighting experience required for the post applied |
|------------------------|-------------------------------|------|----|--|---|
| | | | | | |

*Important: Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below;

| Office/Institution | Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme | From | To |
|--------------------|--|------|----|
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| | | | |
| 8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent. | | | |
| 9. In case the present employment is 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 to which the applicant belongs. | d) Name of the post and Pay of the post held in substantive capacity in the parent organization. |
| | | | |
| <p>9.1 Note: In case of Officers already /on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/organization.</p> | | | |
| 10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details. | | | |
| <p>11. Additional details about present employment: Please state whether working under (Indicate the name of your employer against the relevant column)</p> <p>a) Central Government</p> <p>b) State Government</p> <p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Other</p> | | | |

| | | |
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| 12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade. | | |
| 13. Are you in Revised Scale or Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. | | |
| 14. Total emoluments per month now drawn | | |
| Basis Pay in the PB | Grade Pay | Total Emoluments |
| | | |
| 15. In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed. | | |
| Basic Pay with Scale of Pay and rate of Increment | Dearness Pay/ Interim relief/ other Allowances etc.(with break-up details) | Total Emoluments |
| | | |
| 16.A Additional Information, if any relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional qualification (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement) (Note: Enclose a separate sheet, if the space is insufficient) | | |
| 16.B Achievements: The candidates are requested to indicate information with regard to : (i) Research publications and reports and special projects. (ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measures involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient) | | |

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| 17. Whether belongs to SC/ST | |
| 18. Aadhar Card No./ Pan Card No. | |

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vite duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection on my selection has been suppressed/ withheld.

Place/Date
candidate)

(Signature of the

Certification by the Employer/ Cadre Controlling Authority

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt.....
- ii) His/ Her integrity is certified.
- iii) His/ Her CR dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal