



National Academy of Music Dance & Drama

Rabindra Bhavan, 35 Ferozeshah Road
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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 **Deputy Secretary (Finance & Accounts)** in the Akademi by transfer on deputation basis.

The post of **Deputy Secretary (Finance & Accounts)** is in the pay scale of Rs.15600-39100 + Rs. 6600 Grade Pay (Level 11 in the pay matrix as per 7 CPC) and will be filled up from offices of the recognized Audit & Accounts Departments, holding analogous posts or with five years service in the pay scale of Rs.15600- 39100+ Rs. 5400 Grade Pay (Level 10 in the pay matrix as per 7 CPC).

The other details regarding educational qualification, experience, prescribed age, application procedure, to whom and who 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
EN 23/38

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**Qualification, experience and eligibility required for the post of
Deputy Secretary (Finance & Accounts)**

Nomenclature	Recruitment by transfer on deputation	Education and other qualification required
Deputy Secretary (Finance & Accounts)	<p>From amongst the offices of the organized Audit & Accounts holding analogous posts or with 5 years service in the post in the level '10' as per 7 CPC. Having experience in administration, establishment and accounts matters. (Deputation not to exceed 3 years)</p> <p>Age: Not exceeding 55 years as on the closing date of receipt of the application.</p>	<p><u>Essential</u></p> <p>a) Degree in commerce from a recognized University, preferably with honours.</p> <p>b) 10 years experience of accounts, administration, budget, financial control etc. in a responsible position in a Government/Semi-Govt. Department/PSU/ Autonomous organization etc.</p> <p><u>Desirable</u></p> <p>Acquaintance with Indian performing arts.</p>

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: