

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग, पालम, दिल्ली छावनी 110010-
ULAN BATAR ROAD, PALAM, DELHI CANTT-110010



No.AN/II/2407/SNA

Dated: 9th April, 2019

CIRCULAR

To

**All PCsDA/PCA (Fys)/CsDA (including PIFA/IFA Offices)/HQrs
AN-IV Section.**

Subject: Filling up the post of Deputy Secretary (F&A) in Sangeet Natak Akademi on deputation basis.

Sangeet Natak Akademi, Ministry of Culture, Govt. of India vide letter Admin. 2-68/2018-19/4351 dated 19-03-2019 has invited suitable candidates for filling up the post of Deputy Secretary (F&A) on deputation basis.

2. Copy of the ibid letter duly mentioning the scale of pay, eligibility criteria etc is enclosed.

3. Eligible and willing SAOs/AOs may forward their candidature in the prescribed proforma, complete in all respect so as to reach HQrs office by 20-04-2019 positively for onward transmission to the deputation Department.

Encl: As above.


(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin)

Copy to:

IT & S Section, Local -- with a request to upload the same on CGDA's website.

-sd-
(Praveen Kumar Rai)
Sr. Dy. CGDA (Admin)

संगीत
नाटक
अकादेमी



Sangeet
Natak
Akademi

NATIONAL ACADEMY OF MUSIC, DANCE AND DRAMA, INDIA

RABINDRA BHAVAN, FEROZE SHAH ROAD, NEW DELHI-110 001

TEL.: 91-11-23387246, 23387247, 23387248, 23382495

FAX: 91-11-23382659, 23385715 GRAM: NATAKADEMI

E-mail: mail@sangeetnatak.gov.in

Website: http://www.sangeetnatak.gov.in

Admn.2-68/2018-19/4351

Shri P. K. Rai

Sr. Dy. Controller General of Defence Accounts.(AN)

Ulan Batar Road

Palam, Delhi Cantt. - 10

19th March, 2019

Sub: Filling up the post of Deputy Secretary (F&A) in the Sangeet Natak Akademi, New Delhi by transfer on deputation basis

Sir,

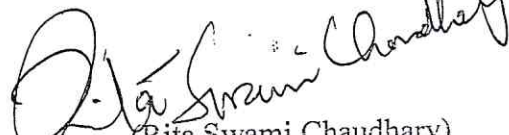
The Sangeet Natak Akademi, an autonomous organization *under the administrative control of* Ministry of Culture, Govt. of India proposes to fill up the post of Deputy Secretary (Finance & Accounts) in the scale of pay of PB-3 Rs. 15600-39100+Rs. 6600 grade pay (Level 11 as per 7 CPC) on deputation basis by borrowing officers from the recognized Audit and Accounts Departments holding analogous post or with 5 years' service in the pay of PB-2 Rs. 9300-34800 + Rs. 5400 grade pay (Pre-revised), having experience in establishment and accounts matters. The qualification etc. as required for the post is enclosed.

The officer selected will head the Finance & Accounts Department of the Sangeet Natak Akademi and will be responsible for compilation and consolidation of accounts of the Akademi including its constituent units and its submission to the Director General of Audit, Central Revenues, New Delhi. The officer will also assist the Akademi in framing budget/revised estimates, agenda and other matters in connection with the meetings of the Akademi and its committees, implementing its decisions and assist Secretary, SNA in all financial and accounts matters.

It is requested that the names of suitable officers who fulfill the requisite qualification and experience may be forwarded to the Akademi in the proforma enclosed latest by 25 April 2019. The application may be forwarded along with vigilance clearance and *photocopies ACR (Annual Confidential Report)* for the last five years. Application received after the last date or without the confidential reports or otherwise found incomplete will not be considered.

AV-II
25/3/19

Yours faithfully,


(Rita Swami Chaudhary)
Secretary

Encl: as above

T-3
K/6/3

रक्षा लेखा वरिष्ठ उप महानियंत्रक (प्रशा.) / Sr. Dy. CGDA (AN)
बायरी सं० / Dy. No. 1863
तिथि / Date 25/03/19

**Qualifications, Experience and Eligibility required for the post of
Dy. Secretary (F & A)**

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 scale of PB-2 Rs. 9300-34800+ 5400 grade pay (Pre-revised) 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/PSUs/ Autonomous organizations etc.</p> <p><u>Desirable</u></p> <p>Acquaintance with Indian performing arts.</p>

Annexure – II

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: