

कायालय, रक्षा लखा महानयत्रक

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS

उलान बटार मार्ग, पालम, दिल्ली छावनी-110010

ULAN BATAR MARG, PALAM, DELHI CANTT.-110010

No. AN/II/2407/2015

Dated: 9<sup>th</sup> April 2015

Speed-post

To

All the Pr.CsDA/CsDA/P.C. of A. (Fys.) Kolkata

**Subject:** Filling up the post of Dy. Secretary (Finance & Accounts) in pay scale of Rs. 15,600-39,100/- with Grade Pay Rs. 6,600/-, (P.B.-3), in Sangeet Natak Akademi (National Academy of Music, Dance and Drama, India) (an autonomous organisation fully funded by the Ministry of Culture, GOI), Rabindra Bhawan, Ferozeshah Road, New Delhi-110001 on deputation basis.

A copy of Sangeet Natak Akademi (National Academy of Music, Dance and Drama, India) (an autonomous organisation fully funded by the Ministry of Culture, GOI), Rabindra Bhawan, Ferozeshah Road, New Delhi-110001 letter no. Admn.2-68/2005-06/2013-14/2666 dated 09.03.2015 regarding filling up the post of Dy. Secretary (Finance & Accounts) in pay scale of Rs. 15,600-39,100/- with Grade Pay Rs. 6,600/-, (P.B.-3), in Sangeet Natak Akademi, New Delhi, on deputation basis, is uploaded on CGDA's web site. The said letter along with the enclosure may please be downloaded for necessary action as stated below.

2 It is requested that the names of volunteers may be called for amongst the Sr.AOs/AOs for filling up the post of Dy. Secretary (Finance & Accounts) in Sangeet Natak Akademi (National Academy of Music, Dance and Drama, India), Rabindra Bhawan, Ferozeshah Road, New Delhi-110001.

3 Applications in respect of willing and eligible Sr. AOs/AOs (in triplicate), as per proforma enclosed with the advertisement, duly filled, disciplinary/vigilance clearance certificate, integrity certificate, detail of major/minor penalty(ies), if any, imposed during the last 10 years, certificate(s) in support of educational qualification(s)/professional qualifications, detail of experience/service profile (in chronological order) along with the APAR/MTPAR/ACR gradings for the last five years etc., may please be forwarded to this office. Officers who have earned atleast good and above reports during the last five years should only be recommended, so as to reach this office by 20.04.2015.

4 While sponsoring name(s), it may kindly be ensured that the particulars furnished by the officer(s) are correct and applicant(s) meet the eligibility criteria. The disciplinary/vigilance clearance certificate, integrity certificate and details of major/minor penalties, if any, imposed during the last 10 years are also enclosed with the application(s). Photocopy of the APARs/MTPARs/ACRs for the past five years, must accompany the application form/resume.

5 Of late, it has been observed that inspite of the clear instructions, applications are received without the photocopies of APARs/MTPARs/ACRs and without disciplinary/vigilance clearance certificate and other documents in support of the educational qualifications/academic qualifications/experience etc., causing unnecessary correspondence and invalidation of applications. Hence, it is reiterated that while forwarding application(s), it may please be ensured that application(s)/resume(s) are complete in all respect and all the supporting documents/photocopies of certificates of educational/academic qualifications/experience etc. are duly enclosed. Applications received after the last date or otherwise found incomplete will not be considered.

6 Apart from above, it is also seen that application(s)/resume(s) in respect of officers submitted by them even after the closing date/last date by which the application(s) should reach the deputation department, are forwarded to this office. In this regard, it is requested to please ensure that any such application(s)/resume(s) submitted by the officer(s) after the closing date/last date by which the application(s) should reach the deputation department, is/are not forwarded to this office.

7 It is also requested to kindly also ensure before forwarding names to this office, that the age of the concerned officer do not exceed 55 years as on the closing date and that he/she has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

8 Please acknowledge receipt.

(Sangeet)  
Dy. CGDA (Admn)

Copy to:

- |   |                          |    |  |
|---|--------------------------|----|--|
| 1 | The EDP Wing<br>(Local)  | -- | Along with a copy of Sangeet Natak Akademi (National Academy of Music, Dance and Drama, India), Rabindra Bhawan, Ferozeshah Road, New Delhi-110001 letter no. Admn.2-68/2005-06/2013-14/2666 dated 09.03.2015, with kind request to upload the same on office of the CGDA's website. |
| 2 | AN-IV section<br>(Local) | -- | For kind information and necessary action please.  |

(Sangeet)  
Dy. CGDA (Admn)

9<sup>th</sup> March, 2015

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

To,  
The Controller General of Defence Accounts  
Ulan Batar Road,  
Palam, Delhi Cantt. – 110 010

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 fully funded by the 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 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, having experience in establishment and accounts matters. The qualification etc. as required for the post is enclosed.

The officer selected will head the Finance & Account 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 & accounts matters.

It is requested that the names of suitable officers who fulfil the requisite qualification and experience may be forwarded to the Akademi in the proforma enclosed lasted by 30<sup>th</sup> April 2015. The application may be forwarded alongwith vigilance clearance and CR for the last five years. Application received after the last date or without the confidential reports or otherwise found incomplete will not be considered.

Yours faithfully,



(Helen Acharya)  
Secretary

Qualifications, Experience and Eligibility required for the post:

Nomenclature	Recruitment by Transfer on deputation	Education & other Qualifications required
Deputy Secretary (Finance & Accounts)	From amongst the offices of the recognized Audit & Accounts holding analogous posts or with 5 years service in the post in the scale of Rs.8000-275-13500 (Pre-revised) revised to PB-2 Rs.9300-34800+Rs.5400/- Grade Pay having experience in administration, establishment and accounts matters (Deputation not to exceed 3 years).	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>a) Degree in commerce from a recognized university, preferably with Honours;</li> <li>b) 10 (Ten) years experience of accounts, administration, budget, financial control etc., in a responsible position in a Govt./Semi-Govt. Department/PSUs/Autonomous organization etc. and</li> <li>c) Through knowledge of Govt. Rules and regulations</li> </ul> <p><u>Desirable</u></p> <p>Acquaintance with Indian Performing Arts</p>

Age: Not exceeding 55 years as on the closing date of receipt of the applications.

## 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 Classifi- cation 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/or 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/organisation you belong

10. Additional details about present employment. Please state whether working under

- |                             |                       |
|-----------------------------|-----------------------|
| (a) Central Government      | (b) State Government  |
| (c) Autonomous Organisation | (d) Govt. Undertaking |
| (e) Universities            |                       |

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: