

FOR AKADEMI'S WEBSITE

Sangeet Natak Akademi **National Academy of Music, dance and Drama**

Contractual Engagement for the Consultant

Applications are invited from retired Government officials for engaging Consultants on contract basis in the Sangeet Natak Akademi, New Delhi, an autonomous body of the Ministry of Culture, Government of India.

The Consultant will be engaged for the Administration, Accounts & Coordination Section of the Akademi.

Eligibility Criteria

The Consultants proposed for engagement shall be well acquainted with the functioning of the Central Government Ministries/Department. Persons retired from the posts of atleast Section Officer from Central Government Ministries/Departments having experience in the above field need to apply only. The person should have good communication and interpersonal skills with a strong flair for in depth of handling of work relating to their particular field. Computer Literacy & knowledge of Government Rules & Regulations is compulsory.

Duration

The candidate selected will be appointed purely on contractual basis initially for a period of one year. Further extension will be considered based on work performance and the need for the specific work. The engagement of the contractual position may be terminated by the Akademi without giving any reason.

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Age Limit & Emoluments

Candidate should not be more than 62 years of age on the last date of application. A Consolidated emolument on monthly basis agreed to at the time of appointment will be paid, depending upon the qualification and experience etc.

Scope of work:

During the period of engagement, the Consultant would be required to perform any work as assigned to them by the Secretary of the Akademi or by the Deputy Secretary of that Section, for which they are engaged. The brief description of scope of work for which the Consultant will be engaged is as under:

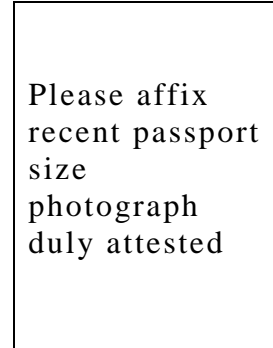
Administration	Administration & Establishment matters. Court Cases considering Administration & Establishment.
Accounts	Preparation of Budget, Bills & Annual Account/ Audit related work. Issues concerning drawing of Pay Bills etc.
Coordination	Co-ordination with Ministries and to assist for processing, selection and presentation of Akademi Fellowship & Awards, including Yuva Puraskar, Medical Assistance to artists & to deal with Inter State Cultural Exchange Programme. Reply to Parliament Questions & RTI(s). Court matters concerning Co-ordination.

How to apply: Applications on plain paper as per the prescribed format duly typed, supported with copies of certificates / testimonials and two passport size photographs, complete in all respects be sent in a sealed envelop superscribed “Application for contractual engagement as Consultant....., stating specifically either of the three positions Administration/ Accounts/ Coordination” and addressed to the Secretary, Sangeet Natak Akademi, Rabindra Bhawan, Ferozeshah Road, New Delhi – 110001, so as to reach the Akademi within 30 days of publication of this advertisement.

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

Format of Application

Please affix recent passport size photograph duly attested



1. Application for the engagement of.....
2. Name in full (in block letters):.....
3. Father's/Husband's Name:.....
4. Nationality:.....
5. Place and Date of Birth:.....
6. Age as on closing date:.....
7. Sex (Male/Female):.....
8. Present Address (with telephone No.):.....
9. Permanent Address (with telephone No.):
10. Whether SC/ST/OBC, if yes, state name of caste and enclose proof thereof:.....
11. Educational/Professional Qualifications:.....
12. Experience / Proficiency (particulars of all previous employment),
:.....
13. Any other information the candidate may like to add:.....

Date:

Place:

(Signature of candidate)