



Address: 35 Ferozeshah Road, New Delhi-110001P

“Recruitment Notice”

The applications are invited from willing and eligible personnel for filling up of following posts in the Sangeet Natak Akademi i.e. autonomous body of the Ministry of culture, Government of India, registered office at Rabindra Bhawan, 35, Ferozeshah Road, New Delhi – 110001:

S.NO.	Name of he Post	Number of Vacant Post and category of post(s).	Scale Pay	Mode of recruitment
1.	Library & Information Officer Group 'A'	1 (Deputation)	Grade pay of Rs.6600 Pay Level 11 of pay matrix i.e. Rs.67700-208700	By deputation
2.	Audit Officer (Group 'B')	1 (Deputation)	Grade Pay of Rs.4800/- Pay Level 8 of pay matrix i.e. Rs.47600-151100	By deputation
3.	Assistant Documentation Officer (Group 'B' Tech.)	1 (UR)	Grade Pay of Rs.4600/- Pay Level 7 of pay matrix i.e. Rs.44900-142400	By direct recruitment
4.	Programme Officer (Group 'B Tech.)	1 (UR)	Grade Pay of Rs.4600/- Pay Level 7 of pay matrix i.e. Rs.44900-142400	By direct recruitment
5.	Assistant Editor (Group 'B' Tech.)	1 (UR)	Grade Pay of Rs.4600/- Pay Level 7 of pay matrix i.e. Rs.44900-142400	By direct recruitment
6.	Publication Assistant (Group 'B Tech.)	1 (Un-reserved)	Grade Pay of Rs.4200/- Pay Level 6 of pay matrix i.e. Rs.35400-112400	By direct recruitment
7.	Stenographer (Group 'B' Ministerial) 50:50	2 1-(OBC) 1-(UR)	Grade Pay of Rs.4200/- Pay Level 6 of pay matrix i.e. Rs.35400-112400	By direct recruitment
8.	Library & Information Assistant (Group 'B' Tech.)	1 (UR)	Grade Pay of Rs.4200/- Pay Level 6 of pay matrix i.e. Rs.35400-112400	By direct recruitment
9.	Senior Clerk (Group 'C' Ministerial) 50:50	1 (UR)	Grade Pay of Rs.2400/- Pay Level 4 of pay matrix i.e. Rs.25500-81100	By direct recruitment
10.	MTS	2 (1-OBC) (1-UR)	Grade Pay of Rs.1800/- Pay Level 1 of pay matrix i.e. Rs.18000-56900	By direct recruitment

For details of eligible criteria i.e. Educational Qualifications, Experience, Age, Pay/Consolidated Remuneration and Application format etc, please visit our website (<http://sangeetnatak.gov.in/sna>) . The last date for submission of application **is 30 days i.e. applicable from the date of advertisement of these posts in the Employment News.**



(Autonomous body of Ministry of Culture)

Rabindra Bhawan, 35. Ferozeshah Road, New Delhi

CIRCULAR

Sub: Inviting applications for appointment of various posts in the Sangeet Natak Akademi on deputation and by direct recruitment(s) in the categories of Group 'A', 'B' and 'C' posts.

The application are invited from the willing and eligible personnel for filling up of following posts by way of deputation and by direct recruitment as per the provision contained in the existing Recruitment Rules:

Post Code	Name of he Post	Number of Vacant Post and category of post(s).	Scale Pay	Mode of recruitment
1.	Library & Information Officer Group 'A' (Technical)	1(One)	Pay scale PB-3 Rs.15600-39100 + Rs.6600 Grade Pay (Pay Level 11 of pay matrix i.e. Rs.67700-208700, as per 7 th CPC)	By deputation
2.	Audit Officer Group 'B' (Ministerial)	1 (One)	Pay scale PB-2 Rs.9300-34800 + Rs.4800 Grade Pay (Pay Level 8 of pay matrix i.e. Rs.47600-151100, as per 7 th CPC)	By deputation
3.	Assistant Documentation Officer Group 'B' (Technical)	1(One) Un-reserved	Pay pay scale PB-2 Rs.9300-34800 + Rs.4600 Grade Pay (Level 7 of pay matrix i.e. Rs.44900-142400, as per 7 th CPC)	By direct recruitment
4.	Programme Officer (Drama) Group 'B' (Technical)	1 (One) Un-reserved	Pay scale PB-2 Rs.9300-34800 + Rs.4600 Grade Pay (Level 7 of pay matrix i.e. Rs.44900-142400, as per 7 th CPC)	By direct recruitment
5.	Assistant Editor Group 'B' (Technical)	1(One) Un-reserved	Pay scale PB-2 Rs.9300-34800 + Rs.4600 Grade Pay (Level 7 of pay matrix i.e. Rs.44900-142400, as per 7 th CPC))	By direct recruitment

6.	Publication Assistant Group 'B' (Technical)	1(One) Un-reserved	Pay scale PB-2 Rs.9300-34800 + Rs.4200 Grade Pay (Pay Level 6 of pay matrix i.e. Rs.35400-112400, as per 7 th CPC)	By direct recruitment
7.	Stenographer Group 'B' (Ministerial)	2 (Two) Un-reserved	Pay scale PB-2 Rs.9300-34800 + Rs.4200 Grade Pay (Pay Level 6 of pay matrix i.e. Rs.35400-112400, as per 7 th CPC)	By direct recruitment
8.	Library and Information Assistant Group 'B' (Technical)	1(One) Un-reserved	Pay scale PB-2 Rs.9300-34800 + Rs.4200 Grade Pay (Pay Level 6 of pay matrix i.e. Rs.35400-112400, as per 7 th CPC)	By direct recruitment
9.	Senior Clerk Group 'C' (Ministerial)	1(One) Un-reserved	Pay scale PB-1 Rs.5200-20200+ Rs.2400 Grade Pay (Pay Level 4 of pay matrix i.e. Rs.25500- 81100, as per 7 th CPC)	By direct recruitment
10.	MTS Group 'C'	2 (1-OBC) (1-UR)	Pay scale PB-1 Rs.5200-20200+ Rs.1800 Grade Pay (Pay Level 1 of pay matrix i.e. Rs.18000- 56900, as per 7 th CPC)	By direct recruitment (*)

(*) Recruitment Rules based on DOP&T guidelines.

2. Education & other qualification in respect of these posts are available at Annexure-I enclosed and format of application at Annexure-II. The last date for submission of application is 30 days, from the date of publication of vacancy(s) in the Employment News. Applications received after the due date or incomplete in any respect or those not accompanied by the information/documents as mentioned or required, will not be considered/entertained. Application should be addressed in the designation of Secretary, Sangeet Natak Akademi, 35, Ferozeshah Road, New Delhi.

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

Secretary

Annexure-I

Post Code No.1 : Library & Information Officer, carrying pay scale PB-3 Rs.15600-39100+Rs.6600 Grade Pay, (Pay Level 11 of pay matrix i.e. Rs.67700-208700, as per 7th CPC)

By transfer on deputation from amongst officers from the Central /State Govts./ R & D organizations autonomous organizations holding analogous posts or 5 years service in the pay scale of PB-3 Rs.15600-39100 + Grade Pay Rs.5400/- level 10 of pay matrix i.e. Rs.56100-177500, as per 7th CPC) or with 8 years regular service in the scale of PB-2 Rs.9300-34800 +Rs.4800/- Grade Pay (level 8 of pay matrix i.e. Rs.47600-151100, as per 7th CPC)

Education and other qualifications required for selection:**Essential**

- a) Master's degree in Library Science from a recognized University.
- b) Minimum 5 years experience as a Librarian in a Library of standing in the pay scale of PB-3 Rs.15600-39100+ Rs.5400 Grade Pay (Pay level 10 of pay matrix i.e. Rs.56100-177500, as per 7th CPC)

Desirable

- (a) Understanding and knowledge of performing Arts.
 - (b) Familiarity with computer application.
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(Deputation not to exceed 3 years).

Post Code No.2: Audit Officer, Pay scale PB-2 Rs.9300-34800+Rs.4800 Grade Pay (Pay Level 8 of pay matrix i.e. Rs.47600-151100, as per 7th CPC,)

By transfer on deputation from amongst the officers of the Organizations of CAG , CGA and CGDA holding analogous posts or with 8 years service in the post in the pay scale of PB-2 Rs. 9300-34800 + Rs.4600 Grade Pay (Pay level 7 of pay matrix Rs.44900-142400, as per 7th CPC).

Education and other qualifications required for selection:**Essential**

- a) Degree from a recognized University preferably in Commerce with Honours.

(b) Should have at least 3 yrs experience of inspection/ internal audit of accounts of Govt. offices / commercial organizations/ autonomous bodies.

(c) Should have experience in administration, establishment and accounting matters.

(d) Knowledge of Govt. rules and regulations

Desirable

Acquaintance with Indian performing arts.

(Deputation not to exceed 3 years).

“Other conditions for posts mentioned at Sl. No.1 & 2”

Application(s) required to be submitted through proper channel in respect of willing and suitable officer(s) along-with their bio-data in the prescribed proforma(Annexure-I), together with-

- (i) Up-to-date ACR dossiers (attested copy of each page) for the last 05 years);
- (ii) Vigilance clearance certificate, Integrity Certificate;
- (iii) statement showing major/minor penalties imposed on the candidate during the last ten years, if any (to be signed by an Officer not below the rank of Deputy Secretary to the Government of India or equivalent);
- (iv) Application(s) should reach at Secretary, Sangeet Natak Akademi, Rebindra Bhawan, 35, Ferozshah Road, New Delhi-110001.
- (v) The pay of the officer(s) selected on deputation basis will be regulated in accordance with the Department of Personnel & Training’s O.M. No.6/8/2009-Estt.(Pay.II) dated the 17th June, 2010, as amended from time to time.

The application received after the last date or incomplete in any respect or those not accompanies by the information/documents as mentioned , will not be considered. Officers who volunteer for the posts will not be permitted to withdraw their names later.

Post Code No.3: Assistant Documentation Officer, Pay Scale PB-2 Rs.9300-34800 + Rs.4600 Grade Pay (Pay Level 7 of pay matrix i.e. Rs.44900-142400, as per 7th CPC):

Method of recruitment: By direct recruitment.

Educational Qualifications:**Essential:**

- a) University Degree, preferably in Cultural Anthropology/ Humanities/ Social Science/ folklore studies/ music / dance/ drama etc.
- b) At least 3 years experience in field work and documentation.

Desirable:

- a) Experience of handling audio visual equipment;
- b) Familiarity with computer:
- c) Awareness and understanding of Performing Arts.

Age Limit:

- 1.) Between 28-35 years. Relaxable by 5 years in case of persons employed in Central / State Govt. /Autonomous body.
- 2.) Age also relaxable by 5 years for SC/ST candidates.

Post Code No.4. Programme Officer (Drama) in the pay scale PB-2 Rs.9300-34800+ Rs.4600 Grade Pay (Level 7 of pay matrix i.e. Rs.44900-142400, as per 7th CPC):**Method of Recruitment:** By direct recruitment**Educational Qualifications:****Essential**

- a) Degree from a recognized University in Humanities/ Social Sciences or Music/ Dance/ Drama.
- b) Additional professional qualification in the area of Music/ Dance/ Drama or comparable qualification in the fields of cultural Anthropology folklore Studies/ Puppetry/ Arts management, etc.
- c) Minimum 5 Years experience in organizing activities related to performing arts.

Desirable:

- (a) Understanding and knowledge of performing arts as a performer / producer / researcher or field worker

(b) Familiarity with computer application.

Age Limit:

- 1.) Between 30-40 years. Relaxable by 5 years in case of persons employed in Central / State Govt. /Autonomous Body.
- 2.) Age also relaxable by 5 years for SC/ST candidates

Post Code No.5 : Assistant Editor in the pay scale PB-2 Rs.9300-34800+ Rs.4600 Grade Pay (Level 7 of pay matrix i.e. Rs.44900-142400, as per 7th CPC.):)

Method of recruitment: By direct recruitment

Education and other qualifications:

Essential

- a) Degree from a recognized University;
- b) Command of English language with knowledge of copy editing, proof reading and layout.
- c) Minimum 5 years editorial experience with a publishing house, newspaper or magazine.

Desirable

- a) Awareness and interest in performing arts;
- b) Knowledge of book production.

Age Limit:

- a) Between 30-40 years. Relaxable by 5 years in case of persons employed in Central / State Govt. /Autonomous Body.
- b) Age also relaxable by 5 years for SC/ST candidates.

Post Code No.6: Publication Assistant in the pay scale PB-2 Rs.9300-34800+ Rs.4200 Grade Pay and (Level 6 of pay matrix i.e. Rs.35400-112400, as per 7th CPC)

Method of recruitment: By direct recruitment

Education & other qualifications:**Essential**

- a) Degree from a recognized university preferably in Humanities or Social Sciences
- b) At least 3 years experience in proof reading, designing layout, printing and publishing of books/ journals etc. in a reputed publishing organization

Desirable

Knowledge and acquaintance with the Indian performing Arts and editing of journals, books, magazines.

Age Limit:

- 1.) Between 28-35 years. Relaxable by 5 years in case of persons employed in Central / State Govt. /Autonomous Body.
- 2.) Age also relaxable by 5 years for SC/ST candidates.

Post Code No.7: Stenographer, in the pay scale PB-2 Rs.9300-34800+ Rs.4200 Grade Pay (Level 6 of pay matrix i.e. Rs.35400-112400, as per 7th CPC)

Method of recruitment: By direct recruitment.

Education & other qualifications:**Essential:**

- a). Degree from a recognized University.
- b) Should have minimum speed of 100 wpm in English/Hindi shorthand and 45 wpm in English /Hindi typing.
- c) Three years experience as Stenographer in an organization of repute/autonomous body or Government Undertaking.

Desirable - Knowledge of Hindi

Age limit:

Between 21-28 years

Relaxable by 5 years in case of persons employed in Central/ State Govt. / Autonomous body .

Age also relaxable by 5 years for SC/ST candidates.

Post Code No. 8. Library & Information Assistant in the pay scale PB-2 Rs.9300-34800+ Rs.4200 Grade Pay (Level 6 of pay matrix i.e. Rs.35400-112400, as per 7th CPC).

Method of recruitment: By direct recruitment

Essential

- a) Degree from a recognized university;
- (b) Degree in Library Science from a recognized University/Institution,
- (c) At least two years experience in a Library of repute.

Desirable

- (a) Knowledge of Performing Arts.
- (b) Knowledge of Hindi & at least one Indian Language other than the mother tongue.

Age limit:

Between 21-28 years

Relaxable by 5 years in case of persons employed in Central/ State Govt. / Autonomous Body .

Age also relaxable by 5 years for SC/ST candidates.

Post Code No.9: Senior Clerk.in the pay scale PB-1 Rs.5200-20200+ Rs.2400 Grade Pay (Level 4 of pay matrix i.e. Rs.25500-81100, as per 7th CPC)

Method of recruitment: By direct recruitment

Education & other qualifications :

Essential:

- a) Degree from a recognized University or equivalent qualification;
- b) Minimum speed of 30 wpm in English Typing

Desirable:

Should have 5 years experience of office work in an organization of repute/autonomous body or Government undertaking.

Age limit:

Between 21-28 years

Relaxable by 5 years in case of persons employed in Central/ State Govt. / Autonomous body .

Age also relaxable by 5 years for SC/ST candidates.

(*Post Code No.10: MTS, in the pay scale PB-1 Rs.5200-20200 + Rs.1800 Grade Pay and (Pay Level 1 of pay matrix i.e. Rs.18000-56900, as per 7th CPC).

Method of recruitment : By direct recruitment.

Education & Other qualifications:

Essential: Matriculation or equivalent from recognized Board

Age limit: 18 to 25 years of age.

Relaxable by 5 years in case of persons employed in Central/State Govt./Autonomous Body.

Age also relaxable by 5 years for SC/ST candidates.

Secretary

Note: The crucial date for determining the age-limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar

Last date of submission of application is 30 days, i.e. effected from date of publication of advertisement in the Employment News.

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Annexure-II

“Application format”

Please affix your
recent passport
size photograph

Name of the post applied for	
Post Code	

1.	Name of the applicant	
2.	Date of Birth (in DD/MM/YYYY format)	
3.	Age (Yrs& Month) as on last date of application	
4.	Category (Please tick)	SC / ST / OBC (Non creamy layer)/EWS/ General
5.	Whether differently abled (if Yes details)	Yes / No, Type :VH/HH/OH , %age_____
6.	Sex (Please tick)	Female /Male
7.	Nationality	
8.	Present Employment Status (Please tick)	Public Sector/Govt / Private Sector/Not working
9.	Adhaar No.	

10. Educational & Professional Qualifications

Qualification	College/Institution	University	Year of Passing	Class/Division	% age of marks obtained	Subjects/ Core discipline

11. Total Experience (After the requisite qualification acquired) : Year Months

12. Details of present employer. Type of employment must be regular only:

Employer's name	Location of posting	Period of Employment		Designation held	Type of employment (Adhoc/Contract/Training/Regular)	Brief nature of duties/Functions
		From	To			

13. Details of different positions held in each Organization with dates. Training period if any, may be mentioned separately:

Employer's name	Location of posting	Period of Employment		Designation held	Type of employment (Adhoc/Contract/Training/Regular)	Brief nature of duties/Functions	Reasons for leaving
		From	To				

14. Details* of Pay Scale being drawn in the present post as on the date of application:-

Scale of pay	Date of entry in the scale	Basic pay	Perks/Special Pay, if any	Other emoluments	Total monthly emoluments

* Documentary proof to be enclosed(**Candidates from PSU/Govt.deptt.**–Proof of grade & latest salary slip.

15	Mailing Address	
16	Postal Address	

17	Land line Telephone No.		Mobile No.	
18	E-Mail			

Please tick the applicable as below:

19	Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation)	Yes*/No
20	Whether any punishment/penalty was awarded to you or any vigilance case ending as far as your knowledge goes	Yes*/No
21	Have you applied before for employment in Sangeet Natak Akademi?	Yes*/No

*If "Yes" give details

I **certify that** the information furnished above is correct to the best of my knowledge and as per the advertisement I am eligible to be considered for short listing for interview. I understand that if the information is not correct, or not supported by documentary proof, **my candidature will not be considered, even after short listing.**

Dated:

Signature of Applicant

Enclosures(*as mandatory)

- | | | |
|--|---|--------------------------------------|
| 1. For DOB* | - | 10 th /Metric certificate |
| 2. For Educational Qualifications*
certificate | - | Mark sheets or Degree |
| 3. For Pay Scale (For PSU/Govt) or CTC (For private sector) | - | As per point no. (14) |
| 4. For Caste certificate | - | As per specified format |
| 5. In case of differently abled | - | Medical Certificate |
| 6. No Objection Certificate from present employer | - | From present employer |
| 7. Experience Certificate with date of joining /relieving* | - | Issued by employers |
