

No.A.35018/20/2009/MF.CGA/Gr.'B'-1225
O/o the Controller General of Accounts
Ministry of Finance
Department of Expenditure
Lok Nayak Bhawan,
New Delhi

+6.
Date: 7 December, 2009

CIRCULAR NO.

Enclosed please find the following Vacancy Circular regarding filling up of the post on deputation basis :-

S.No.	Letter No.& Date	Organisation	Deputation post with scale	Last Date for receipt of application
1.	No.Admn./2-99/2009-2010/793 dated 20.11.2009	Sangeet Natak Akademi , New Delhi	Deputy Secretary (Finance & Accounts) (Rs.15600-39100+GP Rs.6600/-)	Within 20 days from the date of circulation.

The applications of willing and eligible officers may please be forwarded to this office alongwith attested copies of ACRs for the last five years and Vigilance Clearance Certificate / Integrity Certificate /Statement of Major/Minor Penalty imposed, if any.

Encl: As above


(PREM BALLABH)
Accounts Officer(Group'B')

All Pr.CCAs/CCAs/CAs/DyCAs

No. Admn./2-99/ 2009-2010/ 7931 By Hand
November ²⁰, 2009



CIRCULAR

Subject : Filling up the post of Deputy Secretary (Finance & Accounts) in the Sangeet Natak Akademi in the Pay Band of Rs.15600-39100 with the Grade Pay of Rs.6600/- by transfer on deputation basis.

The Sangeet Natak Akademi, an Autonomous Body of Government of India, fully funded by the Ministry of Culture, has the post of Deputy Secretary (Finance & Accounts) in the Pay Band of Rs.15600-39100 with the Grade Pay of Rs.6600/- which may be filled up by transfer on deputation basis by borrowing officers from the recognized Audit and Accounts Services/Departments holding analogous post or with 5 years service in the scale of pay of Rs.8,000-13,500 (pre-revised) having experience in establishment and accounts matters. The post (one) of D.S. (F&A) is a group 'A' Non-Ministerial Selection post and the age limit is between 40-50 years relaxable.

Detailed particulars, eligibility requirements etc. in respect of the post of Deputy Secretary (Finance & Accounts) and application proforma are enclosed. Persons selected on deputation basis will be entitled to the normal deputation allowance as admissible under the Central Government rules in force from time to time. The period of deputation or on contract basis shall ordinarily not exceed three years.


Particulars of the eligible officers working in your Department /Institution, duly verified and counter signed by the employer may be forwarded within one month through proper channel in the attached proforma along with their up to date Confidential Report dossiers or Photocopy of ACRs duly attested by officers.

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The application may be forwarded alongwith vigilance clearance and CR for the last five years addressed to the Secretary, Sangeet Natak Akademi, Rabindra Bhavan, Ferozeshah Road, New Delhi - 110001. Application received after the last date or without the confidential reports or otherwise found incomplete will not be considered.


(Trilochan Bhatia)
Deputy Secretary (Admn.)

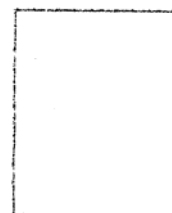
Encl:- as above.

Secretary (E)
Controller General of Accounts
7th Floor, Lok Nayak Bhavan
Khan Market
New Delhi

Qualifications, Experience and Eligibility required for the posts:

Nomenclature	Transfer on deputation	Essential Qualifications	Desirable Qualification	Age
Deputy Secretary (Finance & Accounts), SNA, New Delhi	From amongst the officers of the recognized Audit & Accounts holding analogues posts or with 5 years service in the post in the scale of Rs.8000-275-13500 (pre-revised) having experience in administration, establishment and accounts matters	<p>a.) Degree in Commence from a recognized university, preferably with Honours;</p> <p>b) Ten (10) years experience of accounts, administration, budget, financial control, etc. in a responsible position in a Govt./Semi-Govt. Department, PSUs, Autonomous organizations, etc.; and</p> <p>c)Thorough knowledge of Government rules and regulations.</p>	Acquaintance with Indian performing arts.	<p>Between 40-50 years. Relaxable by 5 years in case of persons employed in Central Govt./State Govt./Autonomous bodies.</p> <p>Age also relaxable by 5 years for SC/ST candidates.</p>

APPLICATION FOR THE POST OF _____



BIO-DATA PROFORMA

1. Name and address : _____
(in Block letters and also designation _____
State _____ Pin _____
Telephone(s) _____
2. Date of Birth (in Christian era) : _____
3. Date of retirement under Central/State Govt. rules: _____
4. Educational Qualification: _____
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)

Particulars	Qualifications/Experience Required	Qualification/Experience possessed by the Officer.
Essential		
Desired		

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/Institute/ Organization	Post held	From	To	Scale of pay	Nature of duties

8. Nature of present post held: Whether held on:
- (a) ad-hoc basis
 - (b) regular/or temporary basis
 - (c) Permanent
 - (d) Basic Pay drawn at present
9. In case the **present employment** held on deputation/contract basis, please state:
- (a) The date of in
 - (b) Period of appointment on deputation/contractual appointment
 - (b) 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) 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

Date: _____
 Countersigned _____
 (Employer)

 Signature of the Candidate
 Address: