

Matter for advertisement in Web-site

LALIT KALA AKADEMI RABIDNRA BHAWAN NEW DELHI

Lalit Kala Akademi (The National Academy of Art), an autonomous organization of the Ministry of Culture, Govt. of India, invites applications from eligible candidates /persons on deputation basis belonging to Central/State Govt., Universities, Cultural organizations for the following posts:

1. **Deputy Secretary (Programme/Documentation & Publication) in Group 'A', Pay Matrix Level – 11 (Rs. 67700 to Rs. 208700)** (non – gazetted) plus allowance admissible under the rules to Central Govt. employees on transfer on deputation of persons belonging to Central /state government, University system , Culture organizations .

Qualifications:

Essential: (a) A university degree or an equivalent recognized qualification.
(b) Experience of not less than 8 years as organizer/critic in the field of Visual and Plastic arts.
(c) At least 3 years administrative experience in a responsible capacity.

Desirable: Experience in layout of Exhibitions' and bringing out art publications, catalogues and art documentations.

Age: Not exceeding fifty six years on the closing date of receipt of application.

Period of Deputation: Ordinarily not to exceed 3 years and in any case not to exceed 5 years.

2. **Deputy Secretary (Administration & accounts) in Group 'A', Pay Matrix Level – 11 (Rs. 67700 to Rs. 208700)** (non – gazetted) plus allowance admissible under the rules to Central Govt. employees by transfer on deputation of persons belonging to central or state Govt. or University system or Cultural organization with at least 5 years regular service in the scale of 15600-39100+GP 5400 and 8 years in the scale of 3900-34800+GP 4800 (Pre revised)

Qualifications:

Essential: (a) A university degree or an equivalent recognized qualification.
(b) 8 years experience in accounts and Administration in a senior capacity, preferably in Government or Government Undertaking or autonomous organizations following rules similar to those in Government.
(c) At least 3 years administrative experience in a responsible capacity.

Desirable: Graduate in commerce with at least 3 years experience of working in an organization engaged in the promotion of Visual & Plastic arts and with knowledge of using computers in work..

Age: Not exceeding fifty six years on the closing date of receipt of application.

Period of Deputation: Ordinarily not to exceed 3 years and in any case not to exceed 5 years.

3. Regional Secretary : Group A Grade II Scale of Pay **Matrix Level – 11 (Rs. 67700 to Rs. 208700)** on transfer on deputation of persons belonging to Central /state government, University system , Culture organizations

Educational qualification: Essential:

- a) University Degree in Fine Art or an equivalent qualification from a recognized Institution or University.
- b) Eight years experience in organizing and conducting Art Exhibitions, Camps, Seminars and workshops.

Desirable: Experience in Accounts, Administration and stores and in preparing Budget in an established organization

Age: Not exceeding fifty six years on the closing date of receipt of application.

Period of Deputation: Ordinarily not to exceed 3 years and in any case not to exceed 5 years.

The applications complete in all respects supported with self attested copies of certificates mentioning the full particulars in the given format at annexure. I, superscribing on the envelop, the post applied for which should reach the Secretary, Lalit Kala Akademi, 35, Ferozeshah Road, Rabindra Bhawan, New Delhi – 110 001 within 30 days from the date of release of advertisement duly forwarded by the present employer /deputation. It should be supported with last 5 years ACR dossiers duly attested. Application incomplete, in any manner and received directly or received after the last date stipulated for submission of application or without ACR dossiers, vigilance clearance, integrity certificate, cadre clearance and statement of penalties, will not be considered under any circumstances.

Secretary

ANNEXURE – I

1.Name and Address (in Block Letters)	
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 post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
6. Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	
A) Qualification	
B) Experience	
C) Desirable	

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

(Pay –band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:)

Office/Institution	Pay, Pay Band, and Grade Pay ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc	
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or Temporary or Quasi-Permanent or Permanent	
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9. In case the present employment is held on deputation/contract basis, please state-	
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a) The date of initial appointment	b) Period of appointment deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization

9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate 9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintain a lien in his parent cadre/organization	
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11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others	
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12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
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13. 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	
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14. Total emoluments per month now drawn	
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Basic Pay in PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scale, the latest salary slip issued by the Organization showing the following details may be enclosed		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowance etc. (with break-up details)	Total Emoluments
16A. Additional information , if any, relevant to the post you applied for in support of your suitability for (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)		
16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Application (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)		
18. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed /withheld.

(Signature of the candidate)

Address _____

Date _____

Certification by the Employer/Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

ii) His/ Her integrity is certified.

iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/ minor penalty has been imposed on him/ her during the last 10 years Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned
