



Tel. No.: 011 - 23009200

Website: www.lalitkala.gov.in

LALIT KALA AKADEMI, 35, FERAZESHAH ROAD, RABINDRA BHAWAN, NEW DELHI-110001

Advertisement for the Post of Secretary, Lalit Kala Akademi at New Delhi by transfer on deputation basis.

Applications are invited in the prescribed proforma from eligible candidates for the post of Secretary by transfer on deputation basis in Lalit Kala Akademi, New Delhi, an autonomous organization under the Ministry of Culture, Government of India, in the scale of Pay Band PB-3, Rs. 15600-39100 with Grade Pay of Rs. 7600 (Corresponding scale as per 7th CPC Pay Matrix Level-12 (Rs. 78800 to Rs. 209200) plus allowances admissible under the rules to the Central Government employees.

Qualifications: (A) ESSENTIAL: (i) A University degree or an equivalent qualification. (ii) Experience in staff management and administration and accounts of not less than 10 years in Group 'A' or equivalent posts or 15 years in Group "A" and Group 'B' posts or equivalent posts taken together, corresponding to Group 'A' and Group 'B' posts in Government of India.
(B) DESIRABLE: Experience as organizer in the field of visual arts and use of computers in work.

Age: Below 50 years (Relaxable upto a maximum of 5 years in case of candidate working in Government/Autonomous organizations).

Transfer on Deputation: By deputation of persons in group 'A' Service or Post or equivalent in Central or State Government organizations including Museums, Galleries etc. or University System or Cultural organizations, possessing essential qualifications and experience indicated above.

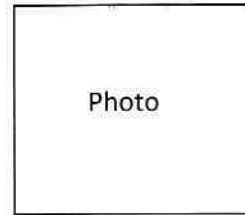
The detailed advertisement and the application format is available in the Akademi's website www.lalitkala.gov.in, and application format can be downloaded from the website. Those applicants who are already in service should apply through proper channel. Incomplete application or those found deficient in any manner will not be entertained. The applications complete in all respects supported with attested copies of

certificates mentioning the full particulars, superscribing the post applied for should reach the Chairman, Lalit Kala Akademi, 35, Ferozeshah Road, Rabindra Bhawan, New Delhi-110 001 within 30 days from the publication of this advertisement. Those who are working in Central/State Government/Autonomous body should send "No objection certificate" from their respective organization alongwith their application. The application should be supported with last 5 years complete ACR Dossiers/attested copy of ACRs of the applicant. One set of 2 passport photographs may also be attached with the application. The eligibility criteria prescribed is a minimum requirement and the same does not automatically make candidates eligible for interview. Based on the Bio-data, the Selection Committee will shortlist the candidates for interview. Candidates called for interview will have to produce all relevant original documents in proof of details, furnished in their application, at the time of interview. Interview will be held at New Delhi. No TA/DA will be paid for appearing for the interview by the Akademi.

Chairman
Lalit Kala Akademi

Date: 06.06.2018

FORMAT



1. Name :
2. Date of Birth :
3. Permanent Address/Address for communication :
4. Educational Qualifications :
5. Whether belongs to SC/ST :
6. Particulars of the post held :
7. Post held on regular basis :
(with scale of pay and since when)
8. Nature of appointment to the present post :
(whether on deputation/ad-hoc basis)
9. Scale of pay of the present post held :
10. Date of return from the last ex-cadre post, if any :
11. Particulars of past experience :
12. Details of experience (in brief) :
13. Any other relevant information :
14. Official Address (already employed) :

Date:

Station:

Signature of Applicant
Mobile
E-mail

CERTIFICATE

(To be filled by the authority forwarding the applications)

1. Certified that the particulars furnished by the candidate have been checked from available records and found correct.
2. Certified that it has been verified that the candidate is eligible as per the conditions mentioned above.
3. No vigilance case is either pending or being contemplated against the candidate during last 10 years/services whichever is less. There is nothing in ACR dossier of the candidate which makes him/her ineligible for consideration for appointment for the post applied for.
4. Upto date ACR dossiers of the candidate is enclosed.

Signature
Name & Designation (with seal)
Office Address
Telephone No.