

National Anti Doping Agency

(An autonomous body under the Ministry of Youth Affairs and Sports)

Applications are invited for filling up the following post on deputation basis in the National Anti Doping Agency, Block-A, Sujata Building, Pragati Vihar Hostel, Lodhi Road, New Delhi-110003.

Name of post & Scale of Pay	No. of posts	Qualifications
Accounts-cum-Administrative Officer (Rs.9300-34800+GP Rs.5400/- on deputation basis.	One	Transfer on deputation/transfer of person holding analogous post or equivalent Assistant Accounts Officer/Accounts Officer with 10/5 years in grade respectively or Section Officer of CSS with 5 years experience with exposure to cash and accounts maintenance.

General Conditions

1. Persons working in Govt./Semi Govt./Autonomous Bodies/PSUs should apply through proper channel in the prescribed format and must accompanied with (i) Attested copies of ACRs for the last five years (ii) vigilance clearance/Integrity certificate and (iii) statement giving details of major and minor penalty imposed on the officer, if any.
2. No TA/DA will be paid for appearing in interview.
3. Applications received after the closing date of the advertisement will not be entertained.
4. The application must be submitted in the prescribed proforma and signed by the candidates.
5. Mere submission of application by the candidates does not confer any right upon them to be called for interview.
6. Incomplete applications are liable to be rejected.
7. Applicants may submit their applications on plain paper strictly in the following format accompanied with attested copies of certificates and passport size photograph duly pasted and attested on the application form Application should be sent in a cover superscripted 'Application for the post of Accounts cum Administrative Officer by registered/speed post to **Director General National Anti Doping Agency, A-Block, Sujata Building, Pragati Vihar Hostel, Lodhi Road, New Delhi-110003** within **30 days** of its publication.

Application Format

- i) Name of post applied for:
- ii) Name, address, telephone and email.
- iii) Date of birth
- iv) Educational Qualifications and experience:
- v) Details of employment in chronological order:

Organization	Post held	Scale of pay	from	To	Nature of appointment i.e.Regular,Adhoc or Deputation/Contract	Brief particulars of duties performed
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- vi) Nature of present employment: Regular/adhoc/contract etc.
- vii) Date of retirement:
- viii) Parent office:
- ix) Pay scale and pay:
- x) Please state clearly whether in the light of entries made by you above, you meet the requirement of the post.

Declaration

I do hereby declare the particulars furnished by me above are correct to the best of knowledge.

Date & place

Signature of Applicant

Certificate to be furnished by the Employer/Forwarding authority

- (a) Certified that the particulars furnished by _____ are correct and he/she possesses essential educational qualifications and experience mentioned in the vacancy advertisement.
- (b) Also certify that:
 - i) There is no vigilance case pending or contemplated against the officer and no minor or major penalty has been imposed on his/her.
 - ii) His/her complete CR dossier for the last 5 years duly attested.
 - iii) His/her integrity is beyond doubt.

Signature with seal.