

National Anti Doping Agency
(An autonomous body under the Ministry of Youth Affairs and Sports)

Applications are invited for filling up the post of Accounts cum Administrative Officer on **deputation or direct recruitment basis** in the National Anti Doping Agency, A- Block, Pragati Vihar Hostel, Lodhi Road, New Delhi-110003.

Name of Post & Pay Scale	No. of post	Qualifications and Experience
Accounts-cum-Administrative Officer (Rs.9300-34800+GP Rs.5400/- (pre-revised).	One (Deputation or direct recruitment)	<u>For Deputation</u> 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. <u>For Direct Recruitment</u> Master degree or Graduation from recognized university or Section Officer Examination conducted by any organized Audit and Account Services or Section Officer of the Central Secretariat Services (CSS) with exposure to cash and accounts. Proficiency in computer operation. <u>Experience</u> 10 years experience in maintaining Government Accounts with exposure to working in an Autonomous Body or dealing with their accounts/audit. <u>Age limit for direct recruitment</u> 40 years

General Conditions

1. Persons working in Govt./Semi Govt./Autonomous Bodies/PSUs should apply through proper channel in the prescribed format and must be 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. Candidates applying for this post on deputation basis may send advance copy of application.
3. The application must be submitted in the prescribed format and signed by the candidate.
4. Candidates 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.

5. Applications received after the closing date of the advertisement will not be entertained.
6. Mere submission of application by the candidate does not confer any right upon them to be called for interview.
7. Incomplete applications are liable to be rejected.
8. Application should be sent in a cover superscripted 'Application for the post of Accounts cum Administrative Officer for deputation basis or for direct recruitment by registered/speed post to **Director General National Anti Doping Agency, A-Block, Pragati Vihar Hostel, Lodhi Road, New Delhi -110003 no later than 14.07.2017.**
9. No TA/DA will be paid for appearing in interview.
10. NADA reserves right to cancel this advertisement without assigning any reason thereof.

Application Format

- i) Name of post applied for:
- ii) Name, address, telephone and email.
- lii) Date of birth
- iii) Educational Qualifications and experience:

Educational Qualification	Passing Year	Subject	University/college	Remarks

- iv) Work experience

- v) Details of employment in chronological order (for deputation):

Organization	Post held	Scale of pay	from	To	Nature of appointment i.e. Regular, Adhoc or Deputation/Contract	Brief particulars of duties performed

- vi) Nature of present employment (Regular/adhoc/contract etc)
- vii) Date of retirement (for deputation):
- viii) Parent office (for deputation):
- ix) Pay scale and pay (for deputation):
- 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.

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