



National Academy of Music, Dance & Drama

(an autonomous body of Ministry of Culture, Govt. of India,  
Rabindra Bhavan, 35, Feroze Shah Road, New Delhi -110001,  
website: [www.sangeetnatak.gov.in](http://www.sangeetnatak.gov.in))

Sangeet Natak Akademi, an autonomous body of the Ministry of Culture, Govt. of India, invites applications from Indian nationals for the following posts on direct recruitment basis:

<b>NAME OF THE POST</b>	Assistant Editor	Publication Assistant
<b>PAY LEVEL</b>	Level -7 (44900-142400)	Level-6 (35400-112400)
<b>NO. OF POST (S) &amp; CATEGORY</b>	1 (One) - Unreserved	1 (One) - Unreserved
<b>AGE LIMIT</b>	Between 30-40 years	Between 28-35 years
<b>EDUCATIONAL AND OTHER QUALIFICATIONS</b>	<p><b>Essential:</b></p> <p>(a) Degree from a recognized University;</p> <p>(b) Command of English language with knowledge of copy-editing, proofreading and layout;</p> <p>(c) Minimum five years editorial experience with a publishing house, newspaper or magazine.</p> <p><b>Desirable:</b></p> <p>(a) Awareness and interest in the performing arts;</p> <p>(b) Knowledge of book production.</p>	<p><b>Essential:</b></p> <p>(a) Degree from a recognized university preferably in Humanities/social sciences;</p> <p>(b) At least three years experience in proofreading, designing layout, printing and publishing of books, journals, etc, in a reputed publishing house/organization.</p> <p><b>Desirable:</b></p> <p>Knowledge and acquaintance with the Indian performing arts and editing of journals, books and magazines.</p>
<b>DUTIES OF THE POST</b>	<ol style="list-style-type: none"> <li>To compile, edit, copy-edit, and proofread text (journal, books, annual report, award citations, brochures and other publicity material).</li> <li>To assist the Editor and Deputy Secretary (Publication) in the publication of all printed material brought out by</li> </ol>	<ol style="list-style-type: none"> <li>Empanelment of offset printers.</li> <li>Manage publication of books, journals, promotional material and stationery items liaising with the Akademi's print partners in association with the Assistant Editor.</li> </ol>

	<p>the Akademi.</p> <p>3. Do the press duty independently.</p> <p>4. Go on tours related to sale of publications and oversee the sales effort.</p> <p>5. Assist the D.S. (Publication) in his additional responsibilities other than publication that may be given by the office.</p> <p>6. Any other duty assigned by the superior authority.</p>	<p>3. Prepare cost estimate of books, journals promotional material and stationery items.</p> <p>4. Issue print orders to vendors and examine and process their invoices.</p> <p>5. Coordinate with book sellers and book distributors for bulk order of publications.</p> <p>6. Maintain stock register and generate various reports required by the Accounts Section or by the audit.</p> <p>7. Oversee the marketing and sale of books and journals and participate in book exhibitions.</p> <p>8. Managing the Akademi's publication store.</p> <p>9. Any other duty assigned by the superior authority.</p>
<b>Place of Posting</b>	New Delhi	New Delhi

**General Conditions:**

1. The last date for receipt of application is 45 days from the date of advertisement in the Employment News.
2. The Competent Authority reserves the right to extend the last date for receipt of applications and also reserves the right to amend the advertisement and/or cancel the recruitment exercise for any post at any stage of recruitment process.
3. The candidates are required to pay the following fees:

<b>General &amp; OBC</b>	<b>Women/SC/ST/Physically Handicapped /EWS</b>
Rs. 300/- (Rupees Three Hundred only) Non-refundable	Nil

4. The eligibility conditions including maximum age limit will be counted as on the closing date of receipt of applications.
5. **Applications and Documents:** Self-attested copies of the following documents are required to be submitted along with the application form:
  - I. The application should be in the prescribed format (**Annexure -I**).
  - II. For date of Birth: Matriculation/10<sup>th</sup> Standard Certificate issued by the Central/State Educational Board indicating the Date of Birth.
  - III. For Educational Qualification(s): Marksheets and Degree Certificates.
  - IV. Experience certificate (s) issued by the employer indicating the date of joining and relieving.

- V. No Objection Certificate from present employer, if employed.
- VI. For Caste/Community/EWS: Certificate issued by the Competent Authority in the prescribed format.
- VII. Application fee, if not exempted, in the form of Demand Draft (DD)/ Pay Order in favour of Secretary, Sangeet Natak Akademi, New Delhi.
- VIII. Certificate in support of age relaxation, if requested, in format as per **Annexure – II**.
- IX. Admit Card (**Annexure–III**) duly filled in by the candidate in duplicate.

Application in the sealed envelope superscribed as “Application for the post of .....” addressed to the Secretary, Sangeet Natak Akademi, Rabindra Bhavan, 35 Feroze Shah Road, New Delhi – 110001 should reach by the prescribed closing date. The Akademi will not be held responsible for any postal delay.

- 6. The upper age limit is relaxable for Government servants as per Government of India instructions. A candidate seeking age relaxation under this category would have to submit a certificate issued after the date of advertisement from his/her employer on the letter head as per the proforma attached (**Annexure - II**). The age relaxation will be admissible to such Government servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that his service already rendered in a particular post will be useful for the efficient discharge of the duties of the post the recruitment of which has been advertised.
- 7. The selection will be made through a written test (70% marks) followed by interview (30% marks).
- 8. Details about the date, time and venue of written test will be intimated to the eligible candidates.
- 9. The number of vacancies may vary subject to the requirement at the stage of final selection.
- 10. The jurisdiction for all legal matters for this recruitment will be exclusively at New Delhi and legal cases filed (if any) in other courts will not be maintainable.
- 11. Candidates are requested to see the Akademi’s website (**www.sangeetnatak.gov.in**) on a regular basis for any new announcement in this regard. Any new announcement will be made only through the website of the Akademi.
- 12. The appointment will be subject to medical examination and verification of character and antecedents of the candidates from the competent authorities.
- 13. The selected candidates will be governed by the Rules and Regulations as are applicable to other employees of the Akademi and necessary undertakings will have to be given before appointment.
- 14. The candidate selected for appointment are liable to be transferred anywhere in India.
- 15. No TA/DA will be admissible for attending written test, interview or joining the post.
- 16. Canvassing through any source will lead to disqualification of the candidate.

Secretary  
Sangeet Natak Akademi

**ANNEXURE - I**

**“Application Format”**

Please affix your  
self attested recent  
passport size  
photograph

Name of the post applied for

1.	Name of the applicant	
2.	Date of birth (in DD/MM/YYYY format)	
3.	Father/Husband's Name	
4.	Age (Years and Month) as on the closing date of receipt of applications	
5.	Category – SC/ST/OBC/EWS/PH or General	
6.	Sex (Please tick)	Female /Male
7.	Nationality	
8.	Present Employment Status, if any(Please tick)	Central/State Govt., PSU, Autonomous Body or Statutory Body.
9.	Aadhaar No.	
10.	Mailing Address	
11.	Postal Address	
12.	Mobile Nos.	
13.	Email	

14. Educational & Professional Qualifications

Qualification	College/Institution	University	Year of passing	Class/Division	Percentage of marks obtained	Subjects/ Core discipline

15. Details of employment (if any):

Office/ Institution/ Organization	Post Held	From	To	Pay Scale and Present Pay	Nature of Duties

16. Total Experience (After the acquiring of the requisite qualification(s)) : Year                      Month(s)

                    

17. 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).

18. Please tick below as applicable:

i.	Have you ever been arrested in a criminal case or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation)	Yes*/No
ii.	Whether any punishment/penalty was awarded to you or any vigilance case pending as far as your knowledge goes	Yes*/No
iii.	Have you applied before for employment in Sangeet Natak Akademi?	Yes*/No

\*If yes, please give details.

### Undertaking

I hereby declare that the information & particulars furnished by me as above are true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand that if any of the information is found incomplete/incorrect, false or misleading, my candidature is liable to be cancelled at any stage before appointment; and if appointed, my appointment is liable to be terminated without notice of compensation in lieu thereof. I also understand that my candidature will be considered subject to criteria/conditions stipulated in the advertisement.

**Dated .....**

Signature of the Applicant

**Note:** Every page of the application, along with enclosures, should be continuously page numbered and also self-attested by the candidates.

Enclosures (\*as mandatory)

- |   |   |                                      |
|---|---|--------------------------------------|
| 1. For DOB  | - | 10 <sup>th</sup> /Matric certificate |
| 2. For educational qualification                          | - | Marksheets/Degree                    |
| 3. For caste certificate                                  | - | In the specified format              |
| 4. No Objection Certificate                               | - | From present employer                |
| 5. Experience Certificate with date of joining /relieving | - | Issued by employers                  |
| 6. Age relaxation Certificate (for government servants)   | - | Issued by employer                   |

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**Annexure - II**

**Proforma for claiming age concession**

**The form of certificate to be produced by Government servants for claiming age concession**

**(Letter Head of the Institution/issuing authority)**

This is to certify that Shri/Ms..... S/o, D/o,W/o Shri.....is a regularly appointed employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Certified that:

- (a) Shri/Smt/Kum.....holds substantively a permanent post of .....in the Office/Department of.....with effect from .....
- (b) Shri/Smt./Kum..... has been continuously in temporary service on a regular basis under the Central Government in the post of .....in the Office/Department .....with effect from.....

Signature.....  
Name.....  
Designation .....  
Ministry/Office.....  
Address.....

Place.....

Delhi.....

- Please delete the work /paragraph not applicable

Annexure - III

Admit Card (to be filled in duplicate)  
Sangeet Natak Akademi

Please affix your self  
attested recent  
passport size  
photograph

**POST:**.....

Name:  
Father's/Husband's Name  
Name & Address (in bold letters with PIN code)  
.....  
.....

Signature of the Candidate

(for official use)

Roll No.....  
SNA

Signature of Rep. of

Admit Card (to be filled in duplicate)  
Sangeet Natak Akademi

Please affix your self  
attested recent  
passport size  
photograph

**POST:**.....

Name:  
Father's/Husband's Name  
Name & Address (in bold letters with PIN code)  
.....  
.....

Signature of the Candidate

(for official use)

Roll No.....  
SNA

Signature of Rep. of