

Speed Post/Fax
No. AN/I/1187/Depn
Office of the CDA(Army)
Meerut Cantt
Dated: 13/04/2015

To,

- (i) The Officer Incharge (Main office)
(ii) The Officer Incharge (Sub Offices)
(iii) The Officer Incharge OA Cell : For uploading on CDA(A) Website

Sub: **Filling up the twelve posts of Dy. Secretary (Finance & Accounts) in Pay Scale of Rs. 15,600 - 39100/- with Grade pay of Rs. 6,600(P.B-3) in Sangeet Natak Akademi(National Academy of Music, Dance and Drama,India) (an autonomous organization fully funded by the Ministry of Culture, GOI)Rabindra Bhawan,Ferozeshah Road, New Delhi-110001 on deputation basis.**

HQrs office has called for the names of volunteers amongst Sr.AOs/AOs for filling up the post of Dy. Secretary (Finance & Accounts) in Sangeet Natak Akademi (National Academic of Music Dance and Drama, India),Rabindra Bhawan, Ferozeshah Road, New Delhi-110001.

It is requested that Applications of interested and eligible Sr. Accounts Officer /Accounts Officer as per Annexure enclosed with the advertisement, duly filled, alongwith educational qualifications/professional qualifications & detail of experience/service profile (in chronological order) may be forwarded to this office **(in duplicate) by 17/04/2015** so as to reach HQrs office **by 20.04.2015** as desired by them.

While sponsoring names, it may be ensured that the particulars furnished by the officers are correct and applicants meet the eligibility criteria. It is also requested to ensure before forwarding names to this office, that the age of the concerned officer does not exceed 55 years as on the closing date, that he/she has completed mandatory "Cooling off" period of three years in case the officer has recently served on deputation post.

Besides above, you may also access CGDA's website for more details about the said deputation.

Application received after the due date will not be considered.


(M.S Bohra)
SAO(Admin)

APPLICATION FOR THE POST OF _____

BIO-DATA PROFORMA

1. Name and Address in Block letters with Telephone Number.
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 posts are satisfied. (If any qualification has been treated as equivalent to those prescribed in the rules, state the authority for the same)

Qualifications/Experience
required

Qualifications/experience
possessed by the Officer

6. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office Instt Orgn.	Post held and Service Cadre to which it belongs	From	To	Scale of Pay and Classifi- cation of post	Whether held on regular/ ad-hoc basis	Nature of duties

8. Nature of present post held: Whether held on:
 - (i) ad-hoc basis
 - (ii) regular/or temporary basis
 - (iii) Permanent
 - (iv) Basic Pay drawn at present

