

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

Applications are invited from Indian Citizens for filling up of following posts/ assignment in National Anti Doping Agency.

| S. No. | Post and its Nature | Job description | Qualifications and Experience | Monthly remuneration |
|--------|---|--|--|---|
| 1 | Accounts-cum-Administrative Officer (Regular) | All matters relating to administration like recruitment, procurement, establishment matters. Maintenance of accounts and budget preparation. | <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. 10 years experience in maintaining Government Accounts with exposure to working in an Autonomous Body or dealing with their accounts/audit. Age limit for direct recruitment is 40 years. | Rs.9300-34800+ GP Rs. 5400/- (pre-revised) |
| 2 | Regional Coordinator (2 no.) one each for South & East Region. (Part Time Contract) | To oversee and coordinate activities relating to dope sample collection and to conduct anti doping awareness program in respective region. South region – Andhra Pradesh, Telangana, Karnataka, Tamilnadu and Kerala East region - West Bengal, Odhisa, Jharkhand, Chhattisgarh and Bihar. | MD in Medicine/Pathology/Pharmacology/Sports Medicine/Biochemistry from recognized University/college/institutes OR PhD in Biochemistry/Pharmacology from recognized University/college/institutes. Working in any Central/State govt. University/College/Hospital. | Rs. 25,000/- |

General Conditions

- Candidates may submit their applications on plain paper accompanied with attested copies of certificates and passport size photograph duly pasted and attested.
- Applications received after the closing date of the advertisement will not be entertained and incomplete applications are liable to be rejected.
- Mere submission of application by the candidate does not confer any right upon them to be called for interview.
- Application duly completed should be sent in a cover superscripted 'Application for the post/assignment of -----' to **Director General National Anti Doping Agency, A-Block, Pragati Vihar Hostel, Lodhi Road, New Delhi-110003 no later than 14.05.2018.**
- NADA reserves right to cancel this advertisement without assigning any reason thereof.
- For the regular post of Accounts cum Administrative officer-** 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. Candidates applying for the post of AAO on deputation basis may send advance copy of application to NADA office.
- Relaxation may be given in case of deserving candidates.

Administrative Officer
011-24368248, 24368274