



National Anti Doping Agency

(An autonomous body of the Ministry of Youth Affairs and Sports, Govt of India)
Hall No. 103-104, First Floor, Jawahar Lal Nehru Stadium, New Delhi - 110003


File No. 1/22/2021/NADA

Date: 13th August 2021

NOTICE FOR RECRUITMENT

Applications are invited from Indian Citizens for recruitment of 'Panel Assistant' in the National Anti-Doping Agency. Applications on plain paper along-with necessary details may be submitted to National Anti-Doping Agency, Hall No. 104, First Floor, JLN Stadium, New Delhi -110003 latest by **13.09.2021**. The details of the notice are given below:-

S. No	Post and its Nature	Job description	Qualifications and Experience	Pay Level
1	<p>Panel Assistant (01)</p> <p>Mode of Recruitment Direct failing which by Deputation'/absorption basis</p> <p>(The direct recruitment shall be on Contract for a period of 3 years after that the post may be regularized from the candidate selected for initial period of 3 years subject of satisfactory performance of the candidate to assessed on annual basis failing which services of the incumbent will be terminated.</p> <p>Deputation/transfer of persons holding analogous posts or posts equivalent to stenographer Grade Ç' in the grade on regular basis.</p>	<p>To assist the Law Officer and recording the proceedings of the ADDP/ADAP hearings</p>	<p>Education Qualification and Experience</p> <p>Essential</p> <p>1. Bachelor Degree in Humanities/ Commerce from a recognized University /Institution</p> <p>2. Proficiency in Stenography and Computer Operation</p> <p>Experience: 5 years as a Stenographer</p> <p>Desirable</p> <p>(i) 90 W.P.M. in English shorthand & 40 WPM in English Typing.</p> <p>(ii) 30 WPM speed in Hindi Typing.</p> <p>Age Limit : 40 Years</p>	<p>Level 6 (Rs. 35,400 – 1, 12,400). As per 7th CPC Pay Matrix</p>


अजीत सिंह/Ajeet Singh
लेखा एवं प्रशासनिक अधिकारी
Accounts-cum-Administrative Officer
राष्ट्रीय डोप रोधी एजेंसी
National Anti Doping Agency
नई दिल्ली-110003
New Delhi

General Conditions

1. Candidates may submit their applications on plain paper accompanied with attested copies of certificates and passport size photograph duly pasted and attested on the application form.
2. The engagement shall not confer any right for regular or continuous employment in this office unless otherwise as indicated above.
3. Applications received after the closing date of the advertisement will not be entertained and incomplete applications are liable to be rejected.
4. Mere submission of application by the candidate does not confer any right upon them to be called for interview.
5. Application duly completed should be sent in a cover superscripted 'Application for the post of -----' to **Director General, National Anti Doping Agency, Hall No. 104, First Floor, JLN Stadium, New Delhi-110003 no later than 13.09.2021.**
6. No TA/DA will be paid for appearing in interview. Candidates working in Government and appearing for interaction/interview will be reimbursed the TA/DA as per their entitlement.
7. NADA reserves right to cancel this advertisement without assigning any reason thereof.
8. No relaxation shall be given in the prescribed eligibility conditions.
9. Please attach self-attested photocopies of educational qualification, experience certificates along with the application.
10. The appointment on deputation shall be governed in terms of the instruction of the DoPT in the matter.
11. A Screening Committee shall screen the received applications for qualification, experience, age etc and prepare a shortlist of eligible candidates. Only shortlisted candidates shall be called for skill test.

(Accounts-cum-Administrative Officer)
011-24368274

अजीत सिंह/Ajeet Singh
लेखा एवं प्रशासनिक अधिकारी
Accounts-cum-Administrative Officer
राष्ट्रीय डोप रोधी एजेंसी
National Anti Doping Agency
नई दिल्ली -110003
New Delhi -110003