



## साहित्य कला परिषद्

राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
संगीत, नृत्य, नाटक एवं ललित  
कला अकादमी  
18-ए, सत्संग विहार मार्ग  
स्पे. इंस्टीट्यूशनल एरिया  
नई दिल्ली- 110067



## Sahitya Kala Parishad

Govt. of NCT of Delhi  
Academy of Music, Dance, Drama &  
Fine Arts  
18-A, Satsang Vihar Marg  
Spl. Institutional Area  
New Delhi-110067

Tel. 26867636, Email: [sahityakalaparishad@gmail.com](mailto:sahityakalaparishad@gmail.com)

Applications are invited for the post of Assistant Secretary (Drama) & Public Relation Officer being filled on deputation (Including Short Term Contract) basis.

Sl. No.	Name of the Post	Number of Post	Pay Matrix
1.	Assistant Secretary (Drama)	One	Level 7 (Rs. 44900-142400) in the Pay Matrix as per the 7th CPC
2.	Public Relation Officer	One	Level 7 (Rs. 44900-142400) in the Pay Matrix as per the 7th CPC

Interested and willing employees of Central Government/ State Governments/ Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes may submit their applications complete in all respect in the prescribed format through proper channel to the Secretary, Sahitya Kala Parishad, 18-A, Satsang Vihar Marg, Special Institutional Area, New Delhi-110067 within 60 days from the date of publication of advertisement in Employment News. For details please visit website: <https://skpdelhi.in/> (under "Download")

EN 26/74

Secretary  
Sahitya Kala Parishad





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File No F1/A/3/Estt/SKP/2023-2024/647

Dated: 25/9/2023

### VACANCY CIRCULAR

**Subject: Filling up of the posts of Public Relation Officer in Level 7 (Rs.44900-142400) in the Pay Matrix as per the 7th CPC in Sahitya Kala Parishad, Govt. of NCT of Delhi on Deputation (Including Short Term Contact) basis.**

It is proposed to fill up 1(One) post of Public Relation Officer on Deputation (Including Short-Term Contract). The post of Public Relation Officer are in Level 7 (Rs. 44900-142400) in the Pay Matrix as per the 7th CPC in Sahitya Kala Parishad, an autonomous body under Art, Culture and Languages Department Govt. of NCT of Delhi.

The Public Relation Officer will be expected to have qualification as per details given below and two years practical experience in writing reports/news/press release in print or electronic media and experience in handling social media.

Applications are invited from Officers from the Central Government/ State Governments/ Union Territory Administrations / Public Sector Undertakings / Statutory or Autonomous Bodies/ Recognized Universities/ Recognized Research Institutes:

#### **Public Relation Officer:**

**Method of recruitment:** Deputation (Including Short Term Contract) failing which by Direct Recruitment.

#### **Deputation:**

Officers from the Central Government/State Government/Union Territory Administration/Public Sector Undertakings/Statutory or Autonomous Bodies/Recognized Universities/Recognized Research Institutes.

(a) (i) holding analogous posts on regular basis in the parent cadre/department; or

(ii) With five year's service in the grade rendered after appointment thereto on a regular basis in posts in Level-6 in the Pay Matrix or equivalent in the parent cadre/department.

AND

(b) Possessing the educational qualifications and experience:

#### **Essential:**

1. Graduate degree in any discipline from a recognized University
2. Diploma in Journalism/Mass Communication/Public Relation from a recognized University/Board.

OR

Post Graduate Degree in Journalism/Mass Communication/Public Relation from a recognized University.

OR

Five Year integrated program in journalism/Mass Communication/Public Relation from a recognized University

#### **Desirable:**

Certificate course in Micro soft Office from recognized Institution.

#### **Experience:**

- (i). Two years experience in writing report/news/press release in print or electronic media.
- (ii) Experience in handling social media.

Note: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not to exceed 3 years. The maximum age limit for appointment by deputation (Including Short Term Contract) shall be not exceeding 56 years, as on the closing date of receipt of applications.

Applications of willing and eligible officers in the enclosed perform may please be forwarded to Sahitya Kala Parishad (through proper channel) along with the following documents within **60 days** from the date of publishing of vacancy in Employment News.

- i) Up to date ACR/APAR for the last five years in original or photocopies attested by an officer not below the Rank of Under Secretary to Government of India/ Head of Office.
- (ii) Certificates of Cadre clearance, Integrity Certificate and Vigilance Clearance in original and details of major and minor penalties imposed on the applicant during the last ten years in duly signed and stamped by competent authority /officer not below the rank of under Secretary to the Government of India/Head of Office.

The vacancy circular/advertisement may also be accessed on the website of Sahitya Kala Parishad <http://skpdelhi.in/> (under "download").

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Secretary  
**Sahitya Kala Parishad**

Copy for information and with the request for circulation of posts in all the concerned departments:

1. The Additional Secretary, Ministry of Information and broadcasting, Govt. of India, Ministry of Information & Broadcasting Room No. 659, A Wing, Shastri Bhawan Dr. Rajender Prasad Road, New Delhi 110001. Email: [atulkt@gov.in](mailto:atulkt@gov.in).
2. The Additional Secretary, Ministry of Culture, Govt. of India Room no. 318, C-Wing, Shastri Bhawan, New Delhi, email: [singhrk2@nic.in](mailto:singhrk2@nic.in).
3. The Secretary, Sangeet Natak Akademi, Rabindra Bhawan, Feroz Shah Road, New Delhi-11000, email: [mail@sangeetnatak.gov.in](mailto:mail@sangeetnatak.gov.in)
4. The Secretary, Lalit Kala Akademi, Rabindra Bhawan, Feroz Shah Road, New Delhi-110001. email: [lka@lalitkala.gov.in](mailto:lka@lalitkala.gov.in), [secretary@lalitkala.gov.in](mailto:secretary@lalitkala.gov.in)
5. The Director, National Gallery of Modern Art, Jaipur House, India Gate, New Delhi-110003. Email: [ngma.delhi@gmail.com](mailto:ngma.delhi@gmail.com)
6. The Director, National School of Drama, Bahawalpur House, 1, Bhagwan Dass Road, New Delhi-110001. Email: [nationalschoolofdrama@gmail.com](mailto:nationalschoolofdrama@gmail.com)
7. The Director, Kathak Kendra, 2 San Martrin Marg, Chanakyapuri, New Delhi-110021. Email: [director@kathakkendra.in](mailto:director@kathakkendra.in)
8. The Director, Centre for Cultural Resources and Training, 15-A, Sector 7, Dwarka, New Delhi-110075. Email: [dir.ccr@nic.in](mailto:dir.ccr@nic.in)
9. The Director, Indian Council for Cultural Relations, Azad Bhawan, I.P. Estate, New Delhi-110002. Email: [dg.iccr@mea.gov.in](mailto:dg.iccr@mea.gov.in).
10. The Secretary, Indira Gandhi National Centre for Arts, Janpath, 11, Man Singh Road, Delhi 110011. Email: [ms@ignca.nic.in](mailto:ms@ignca.nic.in), [msignca@yahoo.com](mailto:msignca@yahoo.com).
11. The Director of Education, Govt. of NCT of Delhi Muni Maya Ram Marg, Pitampura, Delhi-110034. Email: [dirhiedu@nic.in](mailto:dirhiedu@nic.in), [dtehedu@gmail.com](mailto:dtehedu@gmail.com)
12. The Registrar, University of Delhi, Delhi -110007. Email: [registrar@du.ac.in](mailto:registrar@du.ac.in)
13. The Principal, College of Art, 20-22 Tilak Marg, New Delhi-110001. Email: [prcoa.delhi@nic.in](mailto:prcoa.delhi@nic.in)
14. The Dean and HOD, Faculty of Music and Fine Arts, University of Delhi, Delhi-110007. Email: [deanmusicdepartment@gmail.com](mailto:deanmusicdepartment@gmail.com), [head@finearts.du.ac.in](mailto:head@finearts.du.ac.in)
15. The Registrar, Ambedkar University, Lothian Road, Kashmere Gate, Delhi-110007. Email: [placements@aud.ac.in](mailto:placements@aud.ac.in)
16. The Registrar, Gurugobind Singh Indrapastha Univeristy, Guru Gobind Singh Indraprastha University Sector 16-C, Dwarka, New Delhi-110078, Email: [registrar@ipu.ac.in](mailto:registrar@ipu.ac.in), [cpc@ipu.ac.in](mailto:cpc@ipu.ac.in),
17. The Directorate of information & Publicity Govtof NCT of Delhi Blcok No IX, Old Sectt., Delhi 110054 Email: [dirip@nic.in](mailto:dirip@nic.in)
18. The Ambedkar University –Delhi Near Old Delhi RailwayStation, Lothian Road, Kashmere Gate, Delhi. 110006 Email [info@aud.ac.in](mailto:info@aud.ac.in)
19. The Jamia Millia Islamia Universtiy Maulana Mohammad Ali Jauhar Marg, Jamia Nagar, New Delhi 110025 Email ID: [info@jmi.ac.in](mailto:info@jmi.ac.in)
20. All Delhi Government Department and Autonomous Bodies.



### BIO-DATA/ CURRICULUM VITAE PROFORMA

1.	Name and Address (in Block Letters) :				
2.	Date of Birth (in Christian Era)				
3.	(i)	Date of entry into service			
	(ii)	Date of retirement under Central/ State Government			
4.	Educational Qualifications				
5.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same.)				
	Qualifications/ Experience required as mentioned in the advertisement/vacancy circular		Qualifications/ Experience possessed by the Officer		
	<u>Essential</u>		<u>Essential</u>		
	(A)	Qualification	(A)	Qualification	
	(B)	Experience	(B)	Experience	
	<u>Desirable</u>		<u>Desirable</u>		
	(A)	Qualification	(A)	Qualification	
	(B)	Experience	(B)	Experience	
	5.1	Note : This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.			
	5.2	In the case of Degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the candidate.			
6.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.				
6.1	Note : Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with				

	reference to the post applied.					
7.	Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	Office/ Institution	Post held on regular basis	From	To	*Level in the Pay Matrix or pre-revised Pay Band and Grade Pay/ Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
	*Important: Pay-band and Grade Pay granted under ACP/ MACP are personal to the officer and therefore should not be mentioned. Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate may be indicated as below.					
	Office/ Institution			Pay, Pay Band, and Grade Pay drawn under ACP/ MACP Scheme	From	To
8.	Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent					
9.	In case the present employment is held on deputation/ contract basis, please state -					
	a) The date of initial appointment	b) Period of appointment on deputation/ contract	c) Name of the parent office/ organization to which the applicant belongs.		d) Name of the post and Pay of the post held in substantive capacity in the parent organization.	
9.1	Note : In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.					
9.2	Note : Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.					
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.					
11.	Additional details about present employment:  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government  b) State Government					

	<p>c) Autonomous Organization</p> <p>d) Government Undertaking</p> <p>e) Universities</p> <p>f) Others</p>		
12.	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14.	Total emoluments per month now drawn		
	Basic Pay in the Pay Matrix	Level in the Pay Matrix	Total Emoluments
15.	In case, the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relief/ other allowances etc. (with break-up details)	Total Emoluments
16 A.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) professional training and</p> <p>(iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement)</p> <p><b>(Note : Enclose a separate sheet, if the space is insufficient)</b></p>		
16 B.	<p>Achievements:</p> <p>The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects</p> <p>(ii) Awards/ Scholarships/ Official Appreciation</p> <p>(iii) Affiliation with the professional bodies/</p>		



	<p>institutions/ societies and;</p> <p>(iv) Patents registered in own name or achieved for the organization</p> <p>(v) Any research/ innovative measure involving official recognition</p> <p>(vi) Any other information.</p> <p><b>(Note : Enclose a separate sheet if the space is insufficient)</b></p>	
17.	<p>Please state whether you are applying for deputation (ISTC)/ Absorption/ Re-employment Basis.</p> <p> #(Officers under Central/ State Governments are only eligible for “Absorption”. Candidates of non-Government Organizations are eligible only for Short Term Contract)</p>	
	<p> #(The option of “ISTC” / Absorption/ Re-employment are available only if the vacancy circular specially mentioned recruitment by “ISTC” or “Absorption” or “Re-employment”).</p>	
18.	Whether belongs to SC/ ST	

**Declaration: I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.**

**(Signature of the Candidate)**

**Address: -----**

**Contact No. :-----**

**E-mail ID : -----**

**Date : -----**

**Certification by the Employer/ Cadre Controlling Authority**

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/ She possess educational qualifications and experience mentioned in the Vacancy Circular. If selected. He/ she will be relieved immediately.

Also certified that;

1. There is no vigilance or disciplinary case pending/ contemplated against Shri/ Smt./Ms. \_\_\_\_\_.
2. His / her integrity is duly certified by an officer not below the rank of Deputy Secretary to the Government of India.
3. His/ her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
4. No major/ minor penalty has been imposed on him/ her during the last 10 years OR a list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Date : \_\_\_\_\_