निष्पक्ष खेल
Play fair

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. 1/1/2017/NADA

Date: 23rd November, 2026

VACANCY CIRCULAR

National Anti-Doping Agency (NADA) is an autonomous body of the Ministry of Youth Affairs & Sports, Government of India. NADA is responsible for promoting, coordinating and monitoring the doping control programme in sports in all its forms across the country.

2. Applications are invited from Indian Citizens for recruitment of the following positions on deputation/absorption/re-employment/promotion basis in the National Anti-Doping Agency, New Delhi:-

Sl	Name of the post	Number of vacancy	Pay level in the pay Metrix	Eligible category
1	Executive Assistant	01	Level 7 (Rs. 44,900– 1, 42,400). As per 7th CPC Pay Matrix	Officers of the Central/States/UTs Government/PSUs/ Autonomous/ Statutory Bodies/Universities/Recognized Research Institutes (as per the requisite qualification mentioned against each position.

3. The details of the recruitment i.e prescribed qualification, eligibility criteria etc. required for above vacancies may be downloaded from the official website of NADA www.nadaindia.yas.gov.in.

4. Application duly completed in the prescribed format should be sent in a cover superscripted 'Application for the position of ----------'to Director General National Anti Doping Agency, A-Block, Pragati Vihar Hostel, Lodhi Road, New Delhi-110003 in the prescribed format within the 60 days from the date of issue of advertisement in the Employment News/Rozgar Samachar.

(Accounts-cum-Administrative Officer)
National Anti Doping Agency
Tele : 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

F.No. 1/08/2022/NADA
National Anti Doping Agency
(An autonomous body under the Ministry of Youth Affairs and Sports)

Hall No. 103, JLN Stadium, Near Library,
Lodhi Road New Delhi-110003.
Dated: 23rd November, 2026

VACANCY CIRCULAR

Subject : Inviting applications for filling up of the Administrative posts in the National Anti-Doping Agency (NADA) by Composite method (Deputation including short term contract)/Absorption plus promotion basis.

National Anti-Doping Agency (NADA) is an autonomous body of the Department of Sports, Ministry of Youth Affairs & Sports, Government of India. NADA is responsible for promoting, coordinating and monitoring the doping control program in sports in all its forms across the country.

2. NADA invites applications for filling up the position of Executive Assistant by Composite method (Deputation including short term contract)/Absorption basis:-

Sl	Name of the post	Number of vacancy	Pay level in the pay Metrix	Eligible category
1	Executive Assistant	01	Level 07 in the Pay Matrix Rs 44,900– 1,42,400/-	Officers of the Central/States/UTs Government/PSUs/ Autonomous/ Statutory Bodies/Universities/Recognized Research Institutes (as per the requisite qualification mentioned against each position.

3. It is requested that the applications from officers who are willing and fulfilling the qualifications and experience and whose service can be spared immediately on his / her selection to the post, may submit their application through proper channel to the Director General, National Anti Doping Agency (NADA), within 60 (Sixty Days) from the date of issue of advertisement in the Employment News/ Rozgar Samachar.

4. **Age Limit**: for all the posts mentioned in the advertisement, the candidate should be below 56 years of age as on the closing date of the application.

5. The period of deputation shall be of 5 years. The lending department may relieve an officer for a lesser period as per their own policy/Rules. which should not be less than three years in any case.

6. The terms of deputation, including the pay and allowances, shall be governed by the provisions laid down in the Department of Personnel & Training Office Memorandum No. 6/8/2009-Estt.(Pay II) dated 17 June 2010 and other orders/guidelines issued in this regard from time to time.

7. The willing applicants are also to submit their application in the prescribed format through proper channel to the Director General, NADA, Hall No 103, JLN Stadium, New Delhi – 110003, along with supporting documents as under:-

(vii) Attested copy of application in prescribed proforma as per
(viii) Cadre Clearance Certificate from the Controlling Authority.

(ix) Statement giving detail of Major/Minor penalties, imposed upon the Officer, if any, during the last ten (10) years

(x) Vigilance Clearance/integrity Certificate

(xi) Photocopies of the ACRs/APARs for the last five (5) years duly attested on each page by an officer not below the level of Under Secretary or equivalent

(xii) While forwarding the application it may also be verified and certified by the cadre controlling authority that the particulars furnished by the applicant are correct.

8. A departmental candidate in the feeder grade shall also be eligible to be considered for this post along with the outsiders and in case he is selected, his appointment shall be deemed to have been made by promotion.

9. Applications received after the last date/incomplete application shall not be entertained. Candidates who apply for the post will not be allowed to withdraw their candidature subsequently. NADA reserves the right not to fill up all or any of the vacancies or to withdraw the circular at any time without assigning any reasons. The detailed eligibility and qualification criteria for the vacancies are available on the NADA website i.e www.nadaindia.yas.gov.in.

(Ajeet Singh)
AAO, NADA

अजीत सिंह /Ajeet Singh
लेखा एवं प्रशासनिक अधिकारी
Accounts-cum-Administrative Officer
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नई दिल्ली - 110003
New Delhi - 110003

To

(iii) All Ministries/Departments of the Govt of India with a request to give wide publicity to the vacancy in their Attached and Subordinate offices. Autonomous/Statutory Bodies and PSEs.

(iv) All the State Governments. Administration of Union Territories with a request to give wide publicity to the vacancy in their various Departments/Offices.

Recruitment Rule for the post of Executive Assistant

Sl	Particulars	Recruitment Rules
1	Name of post	Executive Assistant
2	Number of post	01 (2022) *Subject to variation dependent on workload
3	Scale of Pay	Level 07 in the Pay Matrix Rs 44,900– 1,42,400/-
4	Period of Probation, if any	Two years for absorption.
5	Method of Recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of vacancies to be filled by various methods	Deputation (including short term contract)/Absorption/ Re-employment (for short term contract)
6	In case of recruitment by Promotion/deputation/absorption grades from which promotion/ absorption to be made	**Deputation** (including short term contract)/**Absorption**: Officers of the Central/States/UTs Government/PSUs/ Autonomous/ Statutory Bodies/Universities/Recognized Research Institutes: (a) (i) holding analogous post on regular basis or (ii) with 05 years regular service in the post in Level 6 of the Pay Metrix, and (b) Possessing the following Educational Qualification & Experience (i) Graduate in Commerce discipline from recognized university/ college/ institution. (ii) having 05 years of relevant experience in Government Institutions. Note 1 - 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 not ordinarily not exceed 5 years. Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

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