



**NATIONAL SCHOOL OF DRAMA
BAHAWALPUR HOUSE, BHAGWAN DAS ROAD,
NEW DELHI -110001**

VACANCY NOTICE

National School of Drama, an autonomous institution under Ministry of Culture, Government of India invites applications for the following five categories of vacant posts on deputation basis:-

1. Assistant Registrar **One Post**
Pay Level – 7 (Rs. 44900 – 142400)

Qualification & Experience

Essential :

- i. Bachelor's Degree of a recognized University or equivalent.
- ii. Assistant or equivalent having at least 5 years experience of administration, in a responsible supervisory position i.e. in Pay Level -6 of Pay Matrix with ability to control guide and supervise staff in a Govt. or Semi Govt. Deptt. / Autonomous Organization/ university and experience in handling Accounts works, Store, Accounts and Audit or in academic works like admissions, examinations, student affairs etc. along with working procedure of educational Institution of higher learning.
- iii. Knowledge of Computer Application.

Desirable :

Qualification in the area of management or law.

OR

Experience in handling computerised administration/legal/finance/establishment matters.

2. Assistant **One Post**
Pay Level – 6 (Rs. 35400-112400)

Qualification & Experience

Essential :

- i. Graduate from any recognized University.
- ii. At least 5 years experience as U. D. C. or equivalent in Pay Level 4 of Pay Matrix of work relating to establishment, administration, accounts, organizing programmes connected with theatre and theatrical performances in a Government organization or Government financed autonomous body.

Desirable :

- i. Experience of noting, drafting, correspondence and office work.
- ii. Knowledge of computer applications.

- 3. Information and Library Assistant** **One Post**
Pay Level – 6 (Rs. 35400-112400)

Qualification & Experience

Essential :

- i. Bachelor's degree of a recognized University in Library and Information Science.
- ii. At least 5 years experience of working in a Library of an established institution or in a Library of standing in the pay level- 3/4 or
Three years experience in the relevant field as above in pay matrix level -5
- iii. Knowledge of more than one Modern Indian Language in addition to English.

Desirable :

Preference will be given to candidates having extensive study of Dramatic Literature and experience in guiding students for any relevant information on the subject and having knowledge and experience of computer applications.

- 4. Cashier** **One Post**
Level – 6 (Rs. 35400-112400)

Qualification & Experience

Essential :

- i. B.Com with advance Accountancy/Auditing.
- ii. At least 5 years accounting experience out of which at least 3 years should be at the cashier level involving salary, cashbook, coordinating audit and control reports Cash Section in Govt. /Autonomous bodies or in any reputed commercial firm.
- iii. Knowledge of Central Govt. rules and regulations.
- iv. Knowledge of Income Tax Rules.
- v. Knowledge of computer applications.

- 5. UPPER DIVISION CLERK** **Three posts**
Pay Level – 4 (Rs. 25500 – 81100)

Qualification & Experience

Essential :

Five years of regular service as L. D. C. in Pay Level – 2 of Pay Matrix in a Government financed autonomous body or a Government organization or an educational institute of repute.

Desirable :

Knowledge of computer application.

- 6. LOWER DIVISION CLERK** **One Post**
Pay Level – 2 (Rs. 19900 – 63200)

Qualification & Experience

Essential :

- i. Senior Secondary (10+2) pass or equivalent from a recognized Board or University.
- ii. Typing speed of at least 35 w.p.m. in English or 30 w.p.m. in Hindi on Computers.

General Terms and Conditions:

1. Age limit in respect of all category of posts mentioned above is below 56 years on the last date of receipt of applications.
2. Candidates are requested to apply through proper channel only in the prescribed format (as per Annexure-1) to **the Registrar, National School of Drama, Bhagwan Das Road, New Delhi-110001.**
3. Candidates may send an advance copy duly filled in application (without enclosing their documents) by email on admnsd@gmail.com. However, such application shall be entertained only when application through proper channel by forwarding authority is received.
4. The candidates who are working on analogous posts will also be considered eligible to fill up the vacancies mentioned above.
5. Number of posts are tentative may vary and the National School of Drama reserves the right to increase or decrease number of posts and may or may not fill any post(s) and its decision in this regard shall be final.
6. The decision of screening committee, appointed for the purpose to shortlist the candidates from amongst the total number of applications received will be binding on all. Incomplete applications will not be considered.
7. The terms of appointment shall be governed by the DoPT O.M. NO. 6/8/2009-(Estt.) (Pay-II), dated 17.06.2010 and orders issued after it, as amended from time to time.
8. The tenure of the appointment on deputation would be initially for a period of one year which may be further extended/reduced keeping in view performance of the candidate and requirement of the NSD.
9. In case of any dispute/ambiguity that may occur in the process of this recruitment, High Court of Delhi at New Delhi alone shall have the jurisdiction.
10. The applications received after the last date will not be considered in any case.

Registrar