

ONLINE RECRUITMENT APPLICATION (ORA)

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Current Openings

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Terms & Conditions for the post of Consultants

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

VACANCY NOTICE

ENGAGEMENT OF CONSULTANTS ON CONTRACT BASIS

National School of Drama, an Autonomous Institution under Ministry of Culture, Govt. of India invites applications through online mode for engagement of four (4) Consultants on contractual basis from the officers retired from the office of Central/State Government/Ministry/ Department/ Autonomous Bodies in the following branches of NSD :

1. Consultant (Centre Cell & Academics)
2. Consultant (Administration)
3. Consultant (Finance & Accounts)
4. Consultant (Estate)

The details of the posts i.e. essential qualification, experience, remuneration, terms & conditions, etc. are available on the NSD website : www.nsd.gov.in or <http://recruitment.nsd.gov.in>. Interested candidates may submit their applications through online mode only.

Last date for submission of online application for the above mentioned post has been extended up to 05-07-2023.

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Candidates are requested to submit the ORA by using a

Instruction

The online application can be filled up using NSD's Recruitment website before last date of submission after which the link will be disabled. The candidates are strictly advised to apply online well in time without waiting for last date of submission of online application. No offline application form will be accepted by the office. Candidate may contact For any Guidance /Information/Clarification regarding the filling of the online application form on following Telephone Numbers on working days between 1000 hrs to 1700 hrs.

Recruitment Cell : 011-23389402
For All Other Enquiry : recruitment@nsd.gov.in

Disclaimer: NSD will not be responsible for any wrong application fillup.

**NATIONAL SCHOOL OF DRAMA,
Bahawalpur House, Bhagwandas Road
New Delhi -110001**

National School of Drama invites applications through online mode for four (4) positions of consultants in the departments i.e. Centre Cell & Academics, Administration, Finance & Accounts and Estate (one in each category) from the officers retired from the office of Central/State Government / Department/ Autonomous Bodies/ Government reputed institute(s) of Central /State Govts. to work as consultant purely on contract basis.

2. The eligibility criteria, terms & conditions and remuneration are as follows:

		Name of the positions	No. of post
1.	Number of consultants to be engaged	i. Consultant (Centre Cell/Academics) ii. Consultant (Administration) iii. Consultant (Finance & Accounts) iv. Consultant (Estate)	-1 -1 -1 -1
2.	Eligibility condition	Officers retired from the post of Director/Deputy Secretary/Executive Engineer or equivalent preferably from a Central/State Government Ministry/ Department/ Autonomous Bodies.	
3.	Age	Not more than 62 years as on last date of submission of application forms.	
4.	Period of engagement	The initial engagement as Consultant shall be for a period of six month, which may be extended based on requirement and performance of the Consultant(s) concerned.	
5.	Job Location	National School of Drama, New Delhi-110001	
6.	Working hours	The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holidays in case of urgency.	
7.	Remuneration & Leave, etc.	Selected candidates will be paid fixed remuneration and other benefits such as leave, etc. as per provisions contained in O.M. No. 3-25/2020-E.IIIA, dated 09.12.2020 issued by Ministry of Finance, DoE as amended from time to time.	

8.	Qualification, Working experience & Scope of work	<p>i. Consultant (Centre Cell/Academics and Administration)-2 Posts</p> <p>Qualification: Graduate in any discipline from a recognized university. Experience : Should have adequate work experience in the area of Academics/Administration and he should have awareness of various rules/regulations of Government of India, capable to handle administrative matters like Establishment/Service matters, framing of Recruitment Rules, vigilance matters, Parliamentary matters, RTI/Legal matters.</p> <p>Scope of work: The works related to admission of students, preparation of results, fellowship to the students, Mess/hostel matters, establishment matters like appointment/promotion/ pay fixation/ MACP/retirement benefits, procurement of goods and services through GeM. RTI matters, Parliament Questionnaire etc. Any other work assigned by the competent authority of NSD. Must have good working knowledge of computer (Ms Office/ E-Office/Internet/Email).</p> <p>ii. Consultant (Finance & Accounts)-1 Post</p> <p>Qualification : B.Com. from a recognized university. Experience : Should have adequate work experience in the area of Account & Finance and well acquainted with the functioning of Government in the area of PFMS/TSA.</p> <p>Scope of work: Works related to PFMS/TSA, Preparation of annual accounts, budget estimates/revised estimates/ income tax & GST related matters, filing of various returns, bank reconciliation, forex payment related matters, audit replies, processing of claims/bills on case to case basis, fixation of pay and related matters, including retirement benefits, concurrence to the proposal related to service matters of staff, budget estimate/expenditure control, audit of ongoing projects, e-tender process and able to make independently annual accounts/balance sheet. Any other work assigned by the competent authority of NSD. Must have good working knowledge of computer (Ms Office/ E-Office/Internet/Email).</p> <p>iii. Consultant (Estate)-1 Post</p> <p>Qualification : B. Tech. in Civil/Electrical Engineering, Experience: Should have work experience in the area of construction, building maintenance and maintenance of electrical works.</p> <p>Scope of work: Works related to construction, building maintenance and maintenance of electrical works, making liaison with NDMC, CPWD and other Govt. Bodies for NSD Civil, Electrical, Air-Conditioning & Fire Fighting works. Good knowledge of noting and drafting. Any other work assigned by the competent authority of NSD. Must have good working knowledge of computer (Ms Office/ E-Office/Internet/Email).</p>
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9.	General Terms & Conditions	<p>The Consultant should maintain absolute confidentiality and secrecy of the information handled by him/her during the contract and even after termination of Contract, failing which the Consultant will be liable for suitable action. For this, he/she is required to give a Non-Disclosure Undertaking.</p> <p>The Consultant shall have to perform duties/ services as assigned to him/her by necessary skills, diligence, efficiency and economy.</p> <p>The consultant shall not be entitled to any TA/DA for joining the post. Engagement of the Consultant may be terminated at any time by the competent authority without assigning any reason thereof.</p>
10.	Last date for submission of application	08.05.2023

Note :

The candidates who fulfill the eligibility criteria and willing to work as consultant on the terms and conditions mentioned above may submit their applications online in the prescribed format on or before the last date of submission of application forms.

The NSD may call candidates for interaction and may conduct a test to adjudge the suitability of the candidates for the job. However, The National School of Drama reserves the right to fill or not to fill any of the above mentioned post.

The candidates are required to submit all the Certificates/Documents/Testimonial at the time of appearing for interview.

Registrar