

## National School of Drama, New Delhi

### Web Details for engagement as Consultants

The National School of Drama invites Applications from eligible candidates for engagement as Consultant (1 or 2 nos.) on contractual basis. Requirement of the post is as under:-

### Terms & conditions for the post of Consultant

1.	<b>Purpose of assignment</b>	:	To provide administrative support to NSD in the Administration / Finance & Accounts/Legal matters etc.										
2.	<b>Appointment procedure</b>		NSD may call candidates for interaction and may also conduct a test to adjudge the suitability of the candidate for the job.  However, The National School of Drama has the right to cancel the advertisement and not to proceed in the matter for engagement of Consultant, at any stage to accept or reject any or all applications without giving any explanation, whatsoever. The NSD also reserves the right for empanelling of Consultant and to engage them on need basis.										
3.	<b>Working hours</b>	:	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 holiday in case of urgency. They shall mark their attendance in biometric machine mandatorily.										
4.	<b>Estimated duration of contract</b>	:	Initial appointment will be for six months which may be extended /curtailed at the discretion of Competent Authority.										
5.	<b>Age Limit</b>		not exceeding 65 years as on last date of submission of application										
6.	<b>Remuneration</b>	:	The monthly consolidated remuneration for various levels will be paid as under:- <table style="width: 100%; border: none;"><thead><tr><th style="text-align: left;"><b>Level</b></th><th style="text-align: right;"><b>Remuneration</b></th></tr></thead><tbody><tr><td>Director/Deputy Secretary</td><td style="text-align: right;">Rs. 50,000/-</td></tr><tr><td>Under Secretary</td><td style="text-align: right;">Rs. 40,000/-</td></tr><tr><td>Section Officer</td><td style="text-align: right;">Rs. 35,000/-</td></tr><tr><td>Assistant Section Officer</td><td style="text-align: right;">Rs. 25,000/-</td></tr></tbody></table> The above remuneration shall be subject to deduction of tax at source as per Rules. The candidate selected as Consultant shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS, Medical reimbursement etc.  The travelling allowance on tour, if any, shall be as per the entitlement of the officer/official before retirement.	<b>Level</b>	<b>Remuneration</b>	Director/Deputy Secretary	Rs. 50,000/-	Under Secretary	Rs. 40,000/-	Section Officer	Rs. 35,000/-	Assistant Section Officer	Rs. 25,000/-
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7.	<b>Qualification</b>	:	Graduate in any discipline.										

8.	<b>Experience</b>	<p>: Retired Officers of the level of Director / Deputy Secretary / Under Secretary / Section Officer preferably from a Central Government Ministry / Department / Autonomous Body with <b>10 years' experience</b> in Administration/Finance/Legal Matters along with the following:-</p> <ul style="list-style-type: none"> <li>• Good communications and interpersonal skills.</li> <li>• Fair knowledge of computer applications such as MS Word, MS-Excel and Power Point etc.</li> <li>• Should have expertise in noting/drafting, Office procedures etc.</li> </ul> <p><b>Note:</b> Consultants are required to work in the above fields. However, any other task may be assigned by Director /Registrar/Dy. Registrar, NSD or any other officer authorized by them in the interest of the organisation.</p>
9.	<b>Leave</b>	<p>: -The Consultant shall be entitled to avail 8 days of leave in a calendar year. -The Un-availed leave in a calendar year can neither be carried forward to next calendar year nor be entitled to leave encashment.</p>
10.	<b>Confidentiality of data and documents</b>	<p>: -The intellectual property rights (IPR) of the data collected as well as deliverables produced for the NSD shall remain with the National School of Drama. -No one shall utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of his assignment or during the course of assignment for the NSD, without the express written consent of the NSD. - The Consultant shall be bound to be hand over the entire set of records of assignment to the NSD before the expiry of the Contract, and before the final payment is released by the NSD.  - The Consultant would be required to sign a <b>Non-Disclosure Undertaking</b> as per <b>Annexure</b>.</p>
11.	<b>Termination of Agreement</b>	<p>The National School of Drama may terminate the contract to which these terms apply if:</p> <ul style="list-style-type: none"> <li>(i) The Consultant is unable to address the assigned work.</li> <li>(ii) Quality of the assigned work is not to the satisfaction of the Officer/Department.</li> <li>(iii) The Consultant is found lacking in honesty and integrity.</li> <li>(iv) The NSD may also terminate the contract at any time without giving any notice and also without assigning any reason.</li> </ul>

NON-DISCLOSURE UNDERTAKING

To,

The Director  
National School of Drama,  
New Delhi - 110001.

Sir,

I hereby undertake

to treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.

not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.

to hold such confidential information in trust and confidence both during and after the terms of my engagement.

not to engage in any other employment/occupation/consultancy or any other activity during my engagement with National School of Drama which would otherwise conflict with my obligations towards National School of Drama.

to abide by data security policy and related guidelines issued by National School of Drama.

shall not resort any corrupt practices in any aspect and at any stage during the tenure of engagement.

2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the National School of Drama any records/material, equipment, documents or data which is of confidential nature.

3. I shall keep National School of Drama informed of any change in my address or contact details during the period of my engagement.

4. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.

5. For the purpose of this undertaking, Confidential Information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature .....)

Name: .....

Address: .....

Dated: .....

Personal Contact No. ....