



Term & conditions for the post of Consultant (Administration & Establishment)

1.	Purpose of assignment	:	To provide administrative support to NSD in the administrative and Establishment matters.
2.	Job Profile	:	<ul style="list-style-type: none">• To attend Establishment and Administrative works inter-alia of filling-up of vacancies (Regular and Contractual), framing / amendment of RRs, Revival / Abolition of Posts, DPC, MACP, Legal matters & Court cases, Disciplinary Proceedings, RTI, Parliament Questions.• To plan, coordinate and implement effective HRD Management system viz. Recruitment & Promotion, Amendment to & formulation of Recruitment Rules, Training, Performance assessment, initiate actions for continuous performance improvement of existing staff etc and advice Director/Registrar/Dy.Registrar (NSD) on all administrative and establishment matters.• Any other task assigned by Director /Registrar/Dy.Registrar, NSD in the interest of the organisation.
3.	Duty, Station & Timing	:	New Delhi. NSD functions 5 days a week from 9.30 am to 6:00 pm. May need to work beyond office hours on official exigencies.
4.	Supervisor	:	Will report to Dy.Registrar/Registrar /Director, NSD
5.	Estimated duration of contract	:	Initial appointment will be for six months which may be extended /curtailed at the discretion of Competent Authority.
6.	Remuneration	:	The remuneration for Consultant will be Rs. 50,000/- per month for officers retired at the level of Director, Rs. 40,000/- per month for those retired as Deputy Secretary , Rs. 30,000/- per month for those retired as Under Secretary and Rs. 25,000/- per month for those retired as Section Officer, subject to deduction of tax at source as per Rules. - In case of candidates having higher qualifications and long experience in the field, higher remuneration may be considered.
7.	Qualification	:	Graduate in any discipline.

8.	Experience	:	Retired Central Government Officers of the level of Deputy/Under Secretary /S.O with 10 years' experience in Administration & Esttt. with good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS-Excel and Power Point etc. -Should have expertise in noting/drafting, Office procedures etc.
9.	Upper Age Limit of Engagement.	:	Maximum age shall not exceed 65 years
10.	Leave	:	-The Consultant shall be entitled to avail 8 days of Casual leave in a calendar year. -Therefore, he/she shall not draw any remuneration in case of his absence beyond 8 days in a year. -The Un-availed Casual leave in a calendar year can neither be carried forward to next calendar year nor be entitled to leave encashment.
11.	Confidentiality of data and documents	:	-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. After Selection, the Consultant would be required to sign a Non-Disclosure Undertaking as per Annexure.

Terms and conditions for the post of Consultant (Finance & Accounts)

1.	Purpose of assignment	:	To provide advice for Finance/Budget & Accounts support to NSD in the proper implementation of its policies and programs.
2.	Job Profile	:	<ul style="list-style-type: none"> • To plan, organize and carryout the internal financial functions of NSD. • To provide sound financial advice to the Director, NSD. • Be responsible for all financial statements, budgeting and allocation of funds to lower formations / Centres. • Preparation of replies to Audit paras. • Calculation/checking of retirement benefits. • To plan and launch computerization of all accounting functions. • Knowledge of Public Financial Management System. • To monitor effective management of Revenue & Capital expenditure and recommend corrective measures to NSD for Management Decision-Making. • Be responsible for timely submission of reports/returns under the prescribed Management Information System, Income Tax/Service Tax and other taxes including Income Tax Calculations, filing of returns/e-TDS etc. • To ensure efficient, cost effective administrative services such as Internal / external Communication systems, Tender process for Procurement of stores and materials etc. as per Govt. Policy/Rules. • Any other task assigned by Director, NSD in the interest of the organisation.
3.	Duty, Station & Timing	:	New Delhi. NSD functions 5 days a week from 9.30 am to 6:00 pm. May need to work beyond office hours on official exigencies.
4.	Supervisor	:	Will report to Dy.Registrar/Registrar/Director, NSD
5.	Estimated duration of Contract	:	Initial appointment will be for six months which may be curtailed or extended at the discretion of Competent Authority subject to Functional requirement and satisfactory performance.
6.	Remuneration	:	The remuneration for Consultant will be Rs. 50,000/- per month for officers retired at the level of Director, Rs.40,000/- per month for those

			retired as Deputy Secretary, Rs.30,000/- per month for those retired as Under Secretary and Rs.25,000/- per month for those retired as Section Officer, subject to deduction of tax at source as per Rules. -In case of candidates having higher qualifications and long experience in the field, higher remuneration may be considered.
7.	Qualification	:	Graduate in any discipline.
8.	Experience	:	Retired Central Government Officers of the level of Dy./Under Secretary with 10 years' experience in Administration & Finance with good communications and interpersonal skills, fair knowledge of computer applications such as MS Word, MS-Excel and Power Point etc. -Should have expertise in noting/drafting, budget/accounts, Office procedures etc.
9.	Upper Age Limit of Engagement.	:	Maximum age shall not exceed 65 years.
10.	Leave	:	-The Consultant shall be entitled to avail 8 days of Casual leave in a calendar year. -Therefore, he/she shall not draw any remuneration in case of his absence beyond 8 days in a year. -The Un-availed Casual leave in a calendar year can neither be carried forward to next calendar year nor be entitled to leave encashment.
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NON-DISCLOSURE UNDERTAKING

The Director,
National School of Drama,
Bahawalpur House,
New Delhi

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 any one 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 NSD.

1. To abide by data security policy and related guidelines issued by the Ministry of Culture/NSD.
2. In the event of termination of contract for any reason whatsoever, I shall promptly surrender and deliver to the NSD any records/material, equipment, documents or data which is of confidential nature.
3. I shall keep NSD informed of any change in my address or contact details during the period of my engagement.
4. I understand that this contract can be terminated at any point of time by the NSD for breach of any of the above conditions and that I 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:.....

Mobile No:.....