



NATIONAL SCHOOL OF DRAMA

(An autonomous Institution under
Ministry of Culture,
Govt. of India, New Delhi)



Detailed advertisement and application format for the following posts

Applications are invited for the appointment of following posts on contract basis for a period of one year on following terms and conditions:-

1. The appointment to the above posts is purely on contract basis for a period of one year. Appointment can be terminated at any time without assigning any reason for failure to perform assigned duties to the satisfaction of the competent authority.
2. Educational Qualification, Age and other qualifications including experience for each post is as under:-
3. Age for each post hereunder should be **as on 01.07.2017.**

VARANASI CENTRE

(a) Assistant

1.Name of Post	Assistant
2.Nature of Post	Contractual
3.No of Posts	One
4.Mode of Recruitment	Direct recruitment through Advertisement in leading Dailies and on the Web.
5. Salary	Rs.20, 000/- (Consolidated Salary).
6.Age	Maximum age 30 years. However, age relaxation would be given to SC/ST/OBC candidates as per Govt. Rules and also to the otherwise deserving candidates for the number of years of experience in relevant field as per requirement of the post.
7.Essential Qualification	Graduate of a recognized University.
8.No of years experience required	At least 5 years experience of work relating to establishment, administration in a Government

financed autonomous body or a Govt. organization or an educational institute of repute.

9.Desirable/Technical Qualification

-Good knowledge of Rules & Regulations of Govt. of India.
-Substantial experience of noting, drafting, correspondence and office work.
-Knowledge of Typewriting.

10.Method of Recruitment

Written Test followed by personal interaction.

(b) Junior Clerk

- 1.Name of Post**
- 2.Nature of Post**
- 3.No of Posts**
- 4.Mode of Recruitment**
- 5.Salary**
- 6.Age**

Junior Clerk.
Contractual
One
Direct recruitment through Advertisement in leading Dailies and on the Web.
Rs.14, 000/- (Consolidated Salary)
Maximum age 28 years.
However, age relaxation would be given to SC/ST/OBC candidates as per Govt. Rules and also to the otherwise deserving candidates for the number of years of experience in relevant field as per requirement of the post.

7.Essential Qualification

10th Standard pass or any other equivalent examination.

8.No of years experience required

N.A

9.Desirable/Technical Qualification

-English Typing speed with at least 30 wpm through computers.

10.Method of Recruitment

-Typing test followed by personal interaction.

(c) MTS (Multi-Tasking Staff)

- 1.Name of Post**
- 2.Nature of Post**
- 3.No of Posts**
- 4.Mode of Recruitment**

MTS (Multi-Tasking Staff)
Contractual
One
Direct recruitment through Advertisement in leading Dailies and on the Web.

5.Salary	Rs.10, 000/- (Consolidated Salary).
6.Age	Maximum age 30 years. However, age relaxation would be given to SC/ST/OBC candidates as per Govt. Rules and also to the otherwise deserving candidates for the number of years of experience in relevant field as per requirement of the post.
7.Essential Qualification	10 th Standard pass or any other equivalent examination.
8.No of years experience required	N.A
9.Desirable/Technical Qualification	N.A.
10.Method of Recruitment	Skill test followed by personal interaction.