



National School of Drama, New Delhi

VACANCY NOTICE

LADY WARDEN CUM MESS SUPERVISOR

The National School of Drama, an autonomous institution under Ministry of Culture, Government of India invites applications from the eligible candidates for the engagement of one Lady Warden cum Mess Supervisor on contract basis.

Age: Not more than 57 years of age as on the last date of receipt of online applications.

Qualification:

- i) Degree from a recognized university in any discipline.
- ii) 5 years experience of working as Lady Warden or a Lady Hostel Superintendent or as a matron in educational institute of repute and preferably should have experience of accounts work.

OR

Diploma in Dramatic Arts from NSD having experience of running Theatre Groups for more than 5 years. One should have experience of managing hospitality and accommodation of artists/students in festivals.

The candidates may refer the NSD website www.nsd.gov.in for other details.

Last date of receipt of applications is 11-12-2023.

-sd-

Registrar



राष्ट्रीय नाट्य विद्यालय, नई दिल्ली

रिक्ति सूचना

महिला वार्डन सह मैस पर्यवेक्षक

राष्ट्रीय नाट्य विद्यालय, संस्कृति मंत्रालय, भारत सरकार के तहत एक स्वायत्त संस्थान है, जो कि योग्य उम्मीदवारों से अनुबंध के आधार पर महिला वार्डन सह मैस पर्यवेक्षक के एक पद को भरने के लिए आवेदन आमंत्रित करता है।

आयु: ऑनलाइन आवेदन प्राप्त करने की अंतिम तिथि पर 57 वर्ष से अधिक नहीं।

योग्यता:

1. किसी मान्यता प्राप्त विश्वविद्यालय से किसी भी विषय में स्नातक की उपाधि।
2. महिला वार्डन या महिला छात्रावास अधीक्षक के रूप में या किसी प्रतिष्ठित शैक्षणिक संस्थान में मैट्रन के रूप में कार्य करने का 05 साल का अनुभव और विशेषतः लेखा कार्य का अनुभव होना चाहिए।

या

राष्ट्रीय नाट्य विद्यालय से नाट्य कला में डिप्लोमा और 05 साल से अधिक समय तक थियेटर ग्रुप चलाने का अनुभव। समारोह में कलाकारों/छात्रों को आतिथ्य और आवास के प्रबंधन करने का अनुभव होना चाहिए।

उम्मीदवार आवेदन प्रारूप और अन्य विवरण राष्ट्रीय नाट्य विद्यालय की वेबसाइट www.nsd.gov.in पर उपलब्ध हैं। आवेदन प्राप्त करने की अंतिम तिथि 11.12.2023 है।

-sd-

कुलसचिव



National School of Drama
New Delhi

Detailed terms & conditions for the engagement of Lady Warden Cum Mess Supervisor
purely on contract basis.

The National School of Drama invites online applications from eligible candidates for engagement of one Lady Warden Cum Mess Supervisor purely on contractual basis as per details given below:

1.	Purpose of engagement	To look after day to day activities/requirements of the Girls Hostel and proper arrangement of Mess.
2.	Appointment procedure	NSD will call eligible 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 at any stage and to accept or reject any or all applications without giving any reason, whatsoever.
3.	Working hours	The selected candidate will stay full time in Girls Hostel. Free accommodation will be provided to her in NSD premises. However, electricity and water charges will be as per actual use.
4.	Estimated duration of contract	Initial appointment will be for a period of one year which may be extended /curtailed as per need and on the basis of performance of the candidate and at the discretion of Competent Authority.
5.	Age Limit	Not more than 57 years of age as on the last date of receipt of online application.
6.	Remuneration	Rs. 60,000/- per month fixed. The above remuneration shall be subject to deduction of tax at source as per rules. The candidate selected will not be entitled to any other allowance such as DA, transport facility, etc. or any other facility/monetary benefits allowed to regular staff of NSD.
7.	Qualification	Degree from a recognized university in any discipline.

8.	Experience	<p>5 years experience of working as Lady Warden or a lady hostel superintendent or as a matron in an educational institute of repute and preferably should have experience of accounts work.</p> <p style="text-align: center;">OR</p> <p>Diploma in Dramatic Arts from NSD having experience of running Theatre Groups for more than 5 years. One should have experience of managing hospitality and accommodation of artists/students in festivals.</p>
9.	Leave	The selected candidate shall be entitled to avail 8 days of casual leave in a calendar year. The Un-availed leave in a calendar year can neither be carried forward to next calendar year nor en-cashed.
10	Confidentiality of data and documents	<p>The intellectual property rights (IPR) of the data collected as well as and documents deliverables produced for the NSD shall remain with the National School of Drama.</p> <p>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 her assignment or during the course of assignment for the NSD, without the express written consent of the NSD.</p> <p>The Selected candidate shall be bound to hand-over the entire set of records of assignment to NSD before the expiry/termination of the contract and before the final payment is released by NSD.</p>
11	Termination of contract	<p>The National School of Drama may terminate the contract at any time without assigning any reason. The contract may be terminated at either side by giving one month's notice or one month pay in lieu thereof, if the selected candidate:</p> <ul style="list-style-type: none"> ➤ Is unable to address the assigned work; or ➤ Quality of the assigned work is not to the satisfaction of the Officer/Department; or ➤ Lacking in honesty and integrity; or ➤ For any other reason the competent authority, NSD deems fit to terminate the contract.

Note:

1. Any legal dispute in this regard, will be subject to jurisdiction of High Court of Delhi at New Delhi.
2. Eligible and interested candidates may apply online through NSD website www.nsd.gov.in .

Last date for submission of application is 11-12-2023.