



**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 50 years of age as on the last date of receipt of online application.
6.	Remuneration	Rs. 40,000/- 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 travel 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"> <li>• Is unable to address the assigned work; or</li> <li>• Quality of the assigned work is not to the satisfaction of the Officer/Department; or</li> <li>• Lacking in honesty and integrity; or</li> <li>• For any other reason the competent authority, NSD deems fit to terminate the contract.</li> </ul>

Note : Eligible and interested candidates may apply online through NSD website [www.nsd.gov.in](http://www.nsd.gov.in) . **Last date for submission of application is 03.09.2021 .**

Registrar (I/c)