



NATIONAL SCHOOL OF DRAMA
BAHAWALPUR HOUSE, BHAGWAN DAS ROAD,
NEW DELHI -110001

VACANCY NOTICE

National School of Drama, an autonomous institution under Ministry of Culture, Government of India invites applications for the following posts on regular basis :-

1. Assistant Registrar **1 (lien vacancy)**

Level – 7 (Rs. 44900 – 142400)

Age : 35 years and below

Qualification & Experience

Essential :

- i. Bachelor's Degree of a recognized University or equivalent.
- ii. At least 5 years experience of administration, in a responsible supervisory position i.e. in Pay Level -6 of Pay Matrix with ability to control guide and supervise staff in a Govt. or Semi Govt. Deptt. / Autonomous Organization/ university and experience in handling Accounts works, Store, Accounts and Audit or in academic works like admissions, examinations, student affairs etc. along with working procedure of educational Institution of higher learning.
- iii. Knowledge of Computer Application.

Desirable :

Qualification in the area of management or law.

OR

Experience in handling computerised administration/legal/finance/establishment matters.

2. Stage Manager **1 (lien vacancy)**

Level – 7 (Rs. 44900 – 142400)

Age : 35 years and below

Qualification & Experience

Graduate of NSD with at least **3** years experience of stage management, back stage work with the theatre organisation of repute.

OR

Degree / Diploma holder in dramatics of any University or any other recognized theatre training institute with practical experience of At least **5** years in Stage Management / Back Stage work with the theatre organisation of repute.

Desirable

Knowledge of computer application.

3. Sound Technician **1 OBC (NCL)**

Level – 7 (Rs. 44900 – 142400)

Age : 35 years and below

Qualification & Experience

Essential :-

Degree / Diploma in Sound Technology from a recognized institute or equivalent with five years experience in Live Sound Production / Theatre Production and preferably in Studio Recording (Multi Track Digital).

OR

Graduate of National School of Drama with Degree / Diploma Course in Sound Technology from a recognized Institute and with five years experience in Live Sound Production / Theatre Production and preferably in Studio Recording (Multi Track Digital).

Preferable :-

- i. Participation in Theatre, Knowledge of operation of Sound equipments.
- ii. Knowledge of digital multi-track recording.
- iii. Experience of Live Concert/Theatre

4. Lighting Technician

1 UR

Level – 6 (Rs. 35400- 112400)

Age : 35 years and below

Qualification & Experience

Essential :-

- i. 3 years Diploma / competency certificate in electrical trade from a recognized institution.
- ii. At least 5 years experience in handling electrical equipments and fittings for theatre and handling and working on modern lighting equipments for theatrical performances.

OR

Graduate of NSD with Diploma or certificate in the area of Lighting Technology with 3 years experience.

Desirable:

- (i) Experience/Diploma in handling Light equipments.

5. Flute cum Shehnai Player

1 UR

Level – 6 (Rs. 35400- 112400)

Age : 45 years and below

Qualification & Experience

Essential :-

- i. Fully proficient in the techniques of playing the instruments.
- ii. Substantial background and experience of playing for theatrical performances like operas, dance – dramas, song-ensembles and musicals.

Desirable

- i. Persons with higher professional background will be preferred.
- ii. Graded Artist or AIR/Doordarshan

6. Jr. Hindi Translator

1 UR (lien vacancy)

Level – 6 (Rs. 35400- 112400)

Age : 30 years and below

Qualification & Experience

Essential :-

- i. Master's Degree of a recognized University in Hindi/English with English/Hindi as main subject at the degree level.

OR

Master's degree of a recognized University in any subject with Hindi as the medium of instruction and English as a compulsory subject at degree level.

OR

Master's degree with Hindi and English as main subject or either of the two medium of examination and other as a main subject plus recognized diploma/certificate course in translation from Hindi to English and Vice-versa.

- ii. Two years experience of translation work from Hindi to English and vice versa in Central or State Government offices including Government of India undertakings.

7. Jr. Steno (Hindi)

1 UR

Level – 4 (Rs. 25500 – 81100)

Age : 30 years and below

Qualification & Experience

Essential :-

- i. 12th Class pass or equivalent from a recognized Board or University.
- ii. Hindi Shorthand and Typing Speed of 80/30 w.p.m.
- iii. Two years experience in the line.
- iv. Knowledge of working on Computers.

Desirable

- i. Knowledge of English Stenography and typewriting.
- ii. Knowledge of Secretarial work.

8. Jr. Steno (English)

1 OBC (NCL)

Level – 4 (Rs. 25500 – 81100)

Age : 30 years and below

Qualification & Experience

Essential :-

- i. 12th Class pass or equivalent from a recognized Board or University.
- ii. English Shorthand and Typing Speed of 80/40 w.p.m.
- iii. Two years experience in the line.
- iv. Knowledge of working on Computers.

Desirable

- i. Knowledge of English Stenography and typewriting.
- ii. Knowledge of Secretarial work.

9. Reception Incharge

1 UR

Level – 4 (Rs. 25500 – 81100)

Age : 28 years and below

Qualification & Experience

Essential :-

- i. Graduate from a recognized University.
- ii. Certificate of Training of operating the PBX or PABX Board.
- iii. Three years experience in the line.

Desirable

Knowledge of Computer application and 3 years experience of working in a reputed organization.

10. Driver Gr. I

1 UR

Level – 4 (Rs. 25500 – 81100)

Age : 30 years and below

Qualification & Experience

Essential :-

- i. Senior Secondary (10+2) examination pass from a Govt. recognized Board or University or equivalent.
- ii. Possession of a valid Motor Driving License.
- iii. Five years experience of driving light vehicles.
- iv. Knowledge of motor mechanism and removal of minor defects in vehicles.

Desirable

- i. Ex-servicemen.
- ii. Experience of driving heavy vehicles.

11. Care Taker cum cook

1 UR

Level – 2 (Rs. 19900-63200)

Age : 18-28 years and below

Qualification & Experience

Essential :-

- i. 10th or equivalent examination pass.
- ii. Diploma in sanitation from a recognized institute.
- iii. Two years experience in a Government financed autonomous organization or an educational institute of repute in connection with care-taking, maintenance and upkeep of guest house.

General Terms & Conditions :

1. Candidates are required to apply online only by using the Website - <http://recruitment.nsd.gov.in> or <http://nsd.gov.in>.
2. Detailed information about the recruitment and instructions for filling up online applications are available on the above mentioned URL. Candidates working in Govt. Deptt. / Autonomous organization / PSU and fulfilling the requirements are required to submit 'No Objection Certificate' also from their present employer.
3. The eligibility of candidates shall be determined as on the last date of submission of online application form.
4. Age relaxation will be given to candidates belonging to SC/ST/OBC and other specified categories, as per orders of the Govt. of India. Employees of National School of Drama (Permanent/Contract/Daily Wages/Ad-hoc basis) are entitled to age relaxation as per revised Recruitment Rules of NSD and DoPT Guidelines.
5. No TA/DA will be paid by the National School of Drama for attending the exam/interview. However, candidates belonging to SC/ST category will be paid 2nd Class railway/bus fare by the shortest route from their place of residence to New Delhi and back on production of railway/bus tickets/receipts as per rules.

6. Number of posts are tentative may vary and the National School of Drama reserves the right to increase or decrease number of posts and may or may not fill any post(s) and its decision in this regard shall be final.
7. The decision of screening committee, appointed for the purpose to shortlist the candidates from amongst the total number of applications received will be binding on all. Incomplete applications will not be considered.
8. Intimation regarding short listing of candidates, date of skill test/written examination/Interview, etc will be intimated to candidates on their email and NSD Website. Therefore, candidates are advised to check their email and NSD Website for updates.
9. Application fee of Rs. 200/- by UR candidates and Rs. 100/- by OBC (Non Creamy Layer) candidates is to be paid online through Net Banking, Credit, Debit Card or UPI. Candidates belonging to Scheduled Caste, Scheduled Tribe, Women and Persons with Disability eligible for reservation are exempted from paying application fee. Fee once paid will not be refunded under any circumstance.
10. In case of any dispute/ambiguity that may occur in the process of this recruitment, High Court of Delhi at New Delhi alone shall have the jurisdiction.