



**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, Govt. of India invites applications for appointment on **regular basis** to the following posts:

<b>S. No.</b>	<b>Name of the Posts</b>	<b>Number and category of Posts</b>	<b>Pay Level of Pay Matrix</b>
1.	PS to Director	1- UR	Level- 7 (Rs.44900-142400)
2.	Reception In-charge	1 – UR	Level – 4 (Rs.25500-81100)

Interested and eligible candidates are required to apply through online mode only by using the NSD Website <http://recruitment.nsd.gov.in>. Please visit NSD website [www.nsd.gov.in](http://www.nsd.gov.in) for other details such as qualification, experience and other terms & conditions etc.

The last date of receipt of applications is 15.01.2024.

-Sd-  
**Registrar**



## राष्ट्रीय नाट्य विद्यालय

बहावलपुर हाउस, भगवानदास रोड, नई दिल्ली-110001

### रिक्ति सूचना

राष्ट्रीय नाट्य विद्यालय, संस्कृति मंत्रालय, भारत सरकार द्वारा पूर्णतः वित्त पोषित एक स्वायत्तशासी संस्था है जो की निम्नलिखित पदों के लिए नियमित आधार पर भर्ती के लिए आवेदन आमंत्रित करता है :

क्रम सं.	पदों के नाम	पदों की संख्या और श्रेणी	वेतनमान
1-	निदेशक के निजी सचिव	1-अनारक्षित	लेवल - 7 (Rs.44900-142400)
2-	स्वागत प्रभारी	1-अनारक्षित	लेवल - 4 (Rs.25500-81100)

योग्य एवं इच्छुक उम्मीदवारों को केवल रा.ना.वि. की वेबसाइट <http://recruitment.nsd.gov.in> का उपयोग करके ऑनलाइन आवेदन करना होगा। योग्यता, अनुभव, अन्य शर्तों और नियमों के लिए रा.ना.वि. की वेबसाइट [www.nsd.gov.in](http://www.nsd.gov.in) देखें।

आवेदन प्राप्ति की अंतिम तिथि **15-01-2024** है।

—हस्ताक्षरित—  
कुलसचिव



**NATIONAL SCHOOL OF DRAMA  
NEW DELHI -110001**

**VACANCY NOTICE**

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

**1. PS to Director – 1 UR**

Level – 7 (Rs. 44900 – 142400)

Age : 35 years and below

**Qualification & Experience**

**Essential :**

- i. Degree from recognized University
- ii. Speed in Shorthand (English) 120 wpm & typing speed (English) 50 wpm.
- iii. Experience as Sr. Stenographer/Stenographer/PA or equivalent in Level – 6 of Pay Matrix for at least five years in Central Govt./Autonomous Bodies or equivalent in Central Govt. / State Govt. OR Central/State Autonomous Bodies.
- iv. Knowledge of Computer Operation.
- v. Experience in secretarial practice including noting/drafting, handling of routine correspondence , handling appointments / engagements / arranging meetings, liaison and coordination works, preparing minutes of meetings etc.

**2. Reception In-charge - 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.

**Note :-**

1. Candidates are required to see general terms and conditions (Annexure - 1) before applying to any post.
2. Method of Selection to the post of Reception In-charge is available at Annexure – 2

**General Terms and Conditions**

1. Candidates are required to apply online only by using the Website - <http://recruitment.nsd.gov.in> or <http://nsd.gov.in>. The candidates applied earlier for the post of P.S to Director with reference to this office advertisement published in various Newspapers in October- 2020 will be considered and therefore they need not apply again.
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 etc. 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. The decision of screening committee to shortlist the candidates will be binding on all. Incomplete applications will not be considered.
7. Intimation regarding short listing of candidates, date of skill test/written examination/Interview, etc will be intimated to the candidates on their email and NSD Website. Therefore, candidates are advised to check their email and NSD Website for updates.
8. Application fee of Rs.500/- by the candidates of Unreserved category and Rs.250/- by the candidates of OBC (NCL) category 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 are exempted from paying application fee. Fee once paid will not be refunded under any circumstance.
9. 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.
10. Last date for receipt of applications is 15-01-2024.

**Method of Selection to the post of Reception In-charge**

<b>Selection Criteria</b>	<b>Contents</b>	<b>Marks</b>	<b>Duration</b>
<b>Written Test</b>	<b>(i) Objective – General Knowledge Questions</b>	<b>25</b>	<b>2 Hours</b>
	<b>Basic Knowledge of Hindi / English Language</b>	<b>25</b>	
	<b>(ii) Theory - Containing questions on Public Relation etc.</b>	<b>50</b>	
	<b>TOTAL</b>	<b>100</b>	
<b>Skill Test – Knowledge of typing 30 w.p.m. in English / 25 w.p.m. in Hindi</b>			<b>15 Minutes</b>

**Note :** Final Selection will be made on the basis of merit in the written test subject to qualifying in skill test.