



NATIONAL SCHOOL OF DRAMA
(An Autonomous Institution under Ministry of Culture,
Govt. of India, New Delhi)



TRIPURA CENTRE

Advertisement and application format for the post of Assistant

Online applications are invited for the appointment of Assistant on contract basis for a period of six months on following terms and conditions:-

1. The appointment to the above post is purely on contract basis for a period of six months, may be extended on the basis of performance of candidate.
2. Appointment can be terminated at anytime without assigning any reason for failure to perform assigned duties to the satisfaction of the competent authority.
3. Age for the post hereunder should be as on 01/06/2019.
4. Eligibility criteria

I. Salary	Rs.25,000/- (Consolidated Salary)
II. 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.
III. Essential Qualification	Graduate from a recognized University or possession equivalent qualification
IV. No of years experience required	At least 5 years experience of work relating to administration in a autonomous body or a Govt. organization or an educational institute of repute.
V. Desirable/Technical Qualification	Good knowledge of Rules & Regulations of Govt. of India. Substantial experience of noting, drafting, correspondence and office work. Knowledge of Type writing on Computers.
VI. Method of Recruitment	Written Test & Typing Test followed by personal Interaction.

General Conditions:-

1. The contractual employee shall be entitled to lump sum Rs. 25,000/- and will not be entitled to any other allowances/benefits.
2. The selected candidates would be engaged on whole time basis and shall not accept any other assignment and engage him / her in a private practice of any kind during the Contract period.
3. The applicant is required to produce his/her original certificate of educational qualification, experience, Age etc. at the time of interview.
4. No TA / DA will be admissible for attending the interview or at the time of joining the post.
5. Incomplete applications shall be summarily rejected.