



**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 online applications for the following posts on regular basis :-

- 1. Assistant Registrar – 1 UR**
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**
Level – 7 (Rs. 44900 – 142400)
Age : 35 years and below

Qualification & Experience

Essential :

- i. Graduate of NSD with at least 3 years experience of stage management, back stage work with the theatre organization of repute.

OR

- ii. 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 organization of repute
- iii. Knowledge of Computer Application.

3. Jr. Hindi Translator - 1 UR

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.

4. Assistant Light and Sound Technician – 1 UR

Level – 6 (Rs. 35400- 112400)

Age : 30 years and below

Qualification & Experience

Essential :-

- i. Senior Secondary (10+2) pass from recognized Board or University or equivalent
- ii. Diploma in Electrical from a recognized institute or equivalent or Degree/ Diploma in Sound Technology from a recognized institute or equivalent
- iii. Five years experience of lighting/sound operations in a theatre hall or under a reputed firm dealing with lighting/sound equipments and knowledge of handling the lighting/sound equipments.

5. Assistant Wardrobe Supervisor – 1 UR

Level – 6 (Rs. 35400- 112400)

Age : 30 years and below

Qualification & Experience

Essential :-

- i. Senior Secondary (10+2) or equivalent from recognized Board or University
- ii. Diploma in cutting/tailoring from NIFT/any other recognized institution/National School of Drama
- iii. Two years experience in handling and maintaining of records in a reputed theatre organization

6. Percussionist Grade-II – 1 UR

Level – 6 (Rs. 35400- 112400)

Age : 30 years and below

Qualification &

Experience

Essential :-

- i. Fully proficient in the techniques of playing the instruments with substantial background.
- ii. Five years experience of playing for theatrical performances like operas, dance, drama, song-ensembles and musicals in the institutions(s) or troupes of repute.

7. UDC – 2+1 (Anticipated) (UR-2 , OBC-1)

Level- 4 (Rs. 25500-81100)

Age : 30 years and below

Qualification &

Experience

Essential :-

- i. Graduate of a recognized University.
- ii. 5 years experience as L.D.C. in Pay Level -2 of Pay Matrix regarding work in a Government financed autonomous body or a Government organization or an educational institute of repute
- iii. Knowledge of Computer Application.

Note :-

- (i) Candidates are required to see general terms and conditions (Annexure - 1) before applying to any post.
- (ii) The method of selection of the vacancies mentioned above at S. No. 1 i.e. Assistant Registrar will be based on the performance of a candidate in interview, while the method of selection for the vacancies mentioned above at S. no. 2 to 7 are attached at Annexure – II to VII.
- (iii) The last date of receipt of applications is 04-12-2023.

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. **The vacancies for the post of Assistant Registrar, Junior Hindi Translator and Stage Manager were advertised in the Employment News/Other newspapers dated 26 Nov - 02 Dec, 2022 as lien vacancy, now these vacancies to be filled up on regular basis. Thus, the candidates those who had already applied against these posts in response to our earlier advertisement need not apply afresh.**
3. 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.
4. The eligibility of candidates shall be determined as on the last date of submission of online application form.
5. 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.
6. 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.
7. 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.
8. To determine the eligibility of a candidate post qualification experience will be counted.
9. 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.
10. 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.
11. Application fee of Rs. 500/- by UR candidates and Rs. 250/- 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 are exempted from paying application fee. Fee once paid will not be refunded under any circumstance.
12. 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.

Selection Criteria**Annexure-II****Stage Manager****Level- 7 (Rs.44900-142400)**

Selection Criteria	Scheme of Test	Marks	Duration	Remarks
Written Test	Subjective 1. Preparation of Rehearsal Call Sheet for given scenes of the play script 2. Note on the function & duties of Stage Manager	75	1 hour	Qualifying marks for skill test is 40%. A candidate who does not secure 40% marks will disqualify for written/interview. Final Selection will be made based on the total marks secured in the Written Test & Interview.
Skill Test	1. Prompt Script making of a given short video from a play. 2. Approx ground plan of the set as per scene of given video.	100	3 hours	
Interview	Interaction with Expert Committee and knowledge of other backstage related work	25		

Jr. Hindi Translator

Level- 6 (Rs. 35400-112400)

Scheme of Written Test	Marks	Duration	Remarks
<u>Part I</u> (Objective) - Reasoning Ability - General Knowledge - Indian Culture (Performing Arts such as Theatre etc.) - Test of language English - Test of language Hindi	20 20 20 20 20 Total 100 marks. Qualifying marks - 40%	1.5 hours	- Final Selection will be made on the basis of merit in the tests combining both Part I & II. Subject to qualifying marks in both the tests. - In case of tie of marks, selection will be based on the basis of merit in Part II (Subjective Test).
<u>Part II</u> (Subjective) - Translation - Hindi Essay - English Essay - Rajbhasha Niyam/Adhiniyam - Comprehension including Dramatic Literature. - Precise Writing Hindi, English	20 15 15 20 15 15 Total 100 marks. Qualifying marks - 40%	2 hours	

Assistant Light and Sound Technician Level- 6 (Rs. 35400-112400)

Selection Criteria	Scheme of Test	Marks	Duration	Remarks
Part I Written Test (Objective & Subjective)	- General Knowledge. - General knowledge of electricity, ACDC, Question of Parallel & Series connection, domestic wiring & theatre wiring, Load distribution of 3 phase. - Knowledge of Light & Sound operation in a theatre hall/auditorium/Open Lawn, Knowledge of handling the Light / Sound equipments during live performance/shows etc. - Knowledge & Safety measures in Theatre.	20 30 30 20 Total 100 marks. Qualifying marks - 40%	2 hours	- Final Selection will be made on the basis of merit in the tests combining both Part I & II, Subject to qualifying marks in both the tests. - In case of tie of marks, selection will be based on the basis of merit in Part II (A) (Practical Test).
Part II Practical Test	(A) Rigging, Patching & Focusing, Maintenance & preserving of equipments (Light / Sound). Handling the Light / Sound equipments/Electrical Knowledge. Knowledge of various types of light/Sound equipments & their installation. (B) Basic knowledge of Computer for data entry	80 marks. 20 marks. Qualifying marks - 40%	1 hour	

Assistant Wardrobe Supervisor

Level- 6 (Rs. 35400-112400)

Selection Criteria	Scheme of Test	Marks	Duration	Remarks
Part I Written Test (Objective & Subjective)	- General Knowledge - Question on tools & equipments. - Methodologies of tailoring, ways of measurement, pattern of cutting and stitching, - Knowledge of various types of garments and fabric. - Categorizing, Storing & preserving of Costume, Jewelry and the related items.	20 20 20 20 Total 100 marks. Qualifying marks - 40%	2 hours	- Final Selection will be made on the basis of merit in the tests combining both Part I & II. Subject to qualifying marks in both the tests. - In case of tie of marks, selection will be based on the basis of merit in Part II (A) (Practical Test).
Part II Practical Test	(A) Methodologies of tailoring, ways of measurement, pattern of cutting and stitching, knowledge of various types of garments and fabric on tailoring. (B) Basic knowledge of Computer for data entry.	80 marks. 20 marks. Qualifying marks - 40%	1 hour	

Percussionist Grade-II Level- 6 (Rs. 35400-112400)

Selection Criteria	Scheme of Test	Marks	Duration	Remarks
<u>Part I</u> Written Test (Objective & Subjective)	- General knowledge. - Questions on Indian Classical and folk instruments, Use of percussion's instruments in theatre including electronic and stick instruments. - Knowledge of Indian Classical Music, Classical Musical Instruments and basic questions on percussion.	20 40 40 Total 100 marks. Qualifying marks - 40%	2 hours	- Final Selection will be made on the basis of merit in the tests combining both Part I & II. Subject to qualifying marks in both the tests. - In case of tie of marks, selection will be based on the basis of merit in Part II (A) (Practical Test)
<u>Part II</u> Practical Test	(A) Performance on instruments such as Drums, Tabla, Mridang, Harmonium, Shehnai or Sitar etc. (B) Basic knowledge of Computer for data entry	80 marks 20 marks. Qualifying marks - 40%	1 hour	

Upper Division Clerk (UDC)

Level- 4 (Rs. 25500-81100)

Selection Criteria	Scheme of Test	Marks	Duration	Remarks
a) Screening Test (Qualifying) Part I	Objective • General Awareness • Arithmetic Ability • Language (Eng./Hindi) • Reasoning	80 marks Qualifying marks - 40%	2 hours	• Candidates require to secure 40 % marks in screening test to qualify. Subjective Test (Part II) will be evaluated only when the candidates qualify the Screening Test. The merit list will be based on marks secured in Written Test.
b) Written Test (Subjective) Part II	Subjective • Noting & Drafting • General Awareness • Indian Culture (Performing Arts such as Theatre etc.) • Application of office procedure, rules & regulation, maintenance of accounts etc.	100 marks Passing marks - 40%	2 hours	
Skill Test				
c) Typing Test	40 w.p.m. (Eng.) on computer 30 w.p.m. (Hindi) on computer		10 minutes	Final Selection will be made on the basis of merit in the Written Test and Typing test.