



National Academy of Music, Dance & Drama

Sangeet Natak Akademi, New Delhi, an autonomous body of the Ministry of Culture, Government of India intends to engage four suitable retired personnel as 'Consultant' on contract basis having experience for the following positions initially for a period of one year.

1. Consultant (RTI Matters)
2. Consultant (Accounts)
3. Consultant (Publication)
4. Consultant (Public Relation)

Desirous eligible candidates may please go through the details of qualification, age, experience, requisite documents and other terms & conditions etc available at Website www.sangeetnatak.gov.in. The application in the prescribed format may reach to the Akademi by 11.06.2018.

Secretary
Sangeet Natak Akademi

(1)

Title of the Job - **Consultant (RTI Matters)**

No. of Posts - **One (01)**

Terms of Service- **CONTRACTUAL**, initially for a period of one year, extendable for further period, depending on satisfactory performance, age etc. Performance will be reviewed after six months by the Competent Authority .

Job Description The Consultant will be responsible for:

- Looking after RTI Cell and its functions;
- Deal with all matters under RTI and liaising with various departments of the Akademi, CIC and other Agencies
- Having good knowledge of Hon'ble Supreme Court, High Courts and judgments of various Commissions for matters related to RTI;
- Any other work assigned by the Akademi pertaining to RTI from time to time.

Qualification- The candidate having their Bachelor's degree in Law may be preferred.

Experience- Should have 5 years experience of handling RTI matters in the Central Govt., State Govt. and Autonomous Body.

(2)

Title of the Job - **Consultant (Accounts)**

No. of Posts - **One (01)**

Terms of Service- **CONTRACTUAL**, initially for a period of one year, extendable for further period, depending on satisfactory performance, age etc. Performance will be reviewed after six months by the Competent Authority .

Job Description- The consultant will be responsible for:

- Assistance in execution of tax related matters, payments etc.;
- Preparation of Budget, Bills & Annual Accounts/Audit related Work.
- Any other work assigned by the Accounts Department from time To time

Qualification- Bachelor's Degree from a recognized University in B-Com stream
Experience- Minimum 05 years experience in the area of accounting, taxation and audit in the Central Govt., State Govt. and Autonomous Body.

(3)

Title of the Job - **Consultant (Publication)**

No. of Posts - **Two (02)**

Terms of Service- **CONTRACTUAL**, initially for a period of one year, extendable for further period, depending on satisfactory performance, age etc. Performance will be reviewed after six months by the Competent Authority .

Job Description- The consultant will assist in the editing and publication of various Publications of the Akademi besides the Annual Report of the Akademi, Akademi Awards citations and various Publicity materials. Help in the examining of printing bills, and maintaining stock records of Publications. Interact with authors, contributors, subscribers and the general public who wish to know about Akademi Publications. Help in preparing agenda and minutes of the Publication Committee meetings and implement its decision.

Qualification- Bachelor's Degree in from a recognized University in any stream. The candidate having their Bachelor's degree in journalism, English, performing arts, printing or related field may be preferred.

Experience- Strong writing and communication skills; organizational, project management, and social media experience; computer skills including graphic design and desktop publishing; photography and image editing a plus. Publishing field experience preferred.

(4)

Title of the Job - **Consultant (Public Relation)**

No. of Posts - **One (01)**

Terms of Service- **CONTRACTUAL**, initially for a period of one year, extendable for further period, depending on satisfactory performance, age etc. Performance will be reviewed after six months by the Competent Authority .

Job Description- The consultant will be responsible for:

- Planning, developing and implementing PR strategies; communicating with colleagues and key people;
- Liaising with, and answering enquiries from media, individuals and other organizations, often via telephone and email;
- Researching, writing and distributing press releases to targeted media; collating and analyzing media coverage; press conferences, related with the programme and exhibitions,
- Managing and updating information and engaging with users on social media sites such as Web-cast, Twitter and Facebook etc;

Qualification- Bachelor's degree in journalism, marketing or related field
 Experience- 5 years experience in the related field
 Age Should not exceed 62 years as on closing date of the receipt of applications.

General Terms & Conditions

5. Remuneration

- 5.1 The monthly consolidated remuneration will be paid as per the order of Ministry of Culture.
- 5.2 Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS Medical facility, Medical reimbursement.

6. Working Hours.

- 6.1 The Consultant shall be required to observe the normal office timing and may also be called upon to attend the office on Saturday, Sunday or any holiday in case of exigencies of work.
- 6.2 They shall mark their attendace in AEBAS mandatorily, failing which may result in deduction of remuneration.

7. Tax Deduction at Source.

- 7.1 The Income Tax or any other tax will be deducted at source as per Government instruction. Necessary TDS Certificate will be issued to them.

8. Confidentiality of data and document:

- 8.1 The intellectual property rights (IPR) of the data collected as well as deliverables produced for the Akademi/organization shall remain with the Akademi.
- 8.2 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 his assignment or during the course of assignment for the Akademi without the express written consent of the Akademi.
- 8.3 The consultant shall be bound to hand-over the entire set of records of assignment to the Department before the expiry of the contract, and before the final payment is released by the Akademi.
- 8.4 The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

9. Conflict of interest:

- 9.1 The Consultant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the Akademi nor will she/he indulge in any activity outside the terms of the contractual assignment.
- 9.2 The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Akademi.

10. Termination of Agreement:

- 10.1 The Akademi may terminate the contract to which these terms apply, if:
The consultant is unable to address the assigned work.
Quality of the assigned work is not to the satisfaction of the Controlling Officer/Competent Authority in the Akademi.
The Consultant is found lacking in honesty and integrity.
The Competent Authority in the Akademi may also terminate the contract at any time without giving any notice and also without assigning any reason.

How to apply: Application on plain paper as per the prescribed format duly typed, supported with copies of certificate/testimonials and two passport size photographs, complete in all respects be sent in a sealed envelope superscripted "Application for contractual engagement as Consultant..... Stating specifically either of the four positions RTI/Accounts/ Publication/P.R". and addressed to the Secretary, Sangeet Natak Akademi, 35 Feroze Shah Road, Rabindra Bhavan, New Delhi-110001, so as to reach the Akademi within 30 days of publication of this advertisement. The Akademi reserves the right to accept or reject in part or full all the application without assigning any reasons.

Format of Application

Name	
Mother's/Father's/Husband's Name	
Date of birth	
Address for Correspondence	
Permanent Address	
Contact No./Nos.	
Email ID	
Educational/Technical Qualification (S)	
Details of experience to be attached in proforma appended as "APPENDIX"	Duly filled proforma "APPENDIX" is attached.
Date of retirement and name of the office where the officer was last working. Enclose the copy of PPO.	
Any other relevant information (use a separate sheet, if necessary)	

The information furnished above is true. I have carefully read the terms and conditions mentioned in Annexure-I and they are acceptable to me. I certify that no disciplinary proceedings are pending against me, as on date.

Date:

Signature of the Applicant

Details of experience

Period (Starting from the latest)	Name of Office/Organization	Post, Remuneration of Pay Band with Grade Pay, if applicable	Description of duties performed

Name/Signature: _____

NON-DISCLOSURE UNDERTAKING

To,
The Secretary
Sangeet Natak Akademi
Rabindra Bhavan
New Delhi

Madam,

I hereby undertake to

- treat all the information that comes to my knowledge as part of my duties in this office as confidential information and keep it strictly confidential.
 - not to sell, trade, publish or otherwise disclose to any one in any manner whatsoever including by means of reproduction either in physical, hardcopy digital or in electronic format any confidential information.
 - not to engage in any other employment/occupation/consultancy or any other activity during my engagement with the Akademi which would otherwise conflict with my obligation towards the Akademi.
 - to abide by data security policy and related guidelines issued by the Akademi.
2. In the event of my termination or employment for any reason whatsoever, I shall promptly surrender and deliver to the Akademi any records/material, equipment, documents or data which are of confidential nature.
3. I shall keep the Akademi informed of any change in my address or contact details during the period of my engagement.
4. I understand that I can be terminated at any point of time for breach of the above conditions and disciplinary action can be taken against me under the relevant laws for the time being in force.
5. For the purpose of this undertaking, confidential information means any information received from any source, whether in physical, electronic or in digital format.

Yours faithfully,

(Signature.....)

Name:.....

Address:.....

Dated:.....

Personal Contact No.....