



**Sangeet
Natak
Akademi**
National Academy of Music, Dance & Drama
Rabindra Bhavan, 35 Feroze Shah Road,
New Delhi - 110 001

Tel: 011-23386648, 23387246, 23387247, 23387248

email: mail@sangeetnatak.gov.in

WALK-IN-INTERVIEW

Sangeet Natak Akademi is an autonomous body under the Ministry of Culture, Govt. of India. Walk-in-interview for following posts will be conducted at Mask Gallery, Sangeet Natak Akademi, Ground Floor, Rabindra Bhavan, 35, Feroze Shah Road, New Delhi -110001. The contractual engagement for consultants will be initially for a period of one year.

Interested eligible candidates may appear for the walk-in-interview along with their latest CVs and other credentials reporting one hour before the interview at above mentioned venue. The Details are as under:-

SL. No.	Name of the post	Date & Time Interview	Age & Remuneration	Qualification
1.	Consultant (Music)	08 th June 2023 11:00 a.m	30 to 45 years Rs. 40,000/-	<u>Essential Qualification</u> <ul style="list-style-type: none">➤ Degree from a recognized University in Humanities Social Science or Music.➤ Additional professional qualification in the Area of Music/Dance/Drama/Puppetry➤ Minimum five yrs experience in organizing activities related to Performing arts. <u>Desirable Qualification</u> <ul style="list-style-type: none">➤ Understanding and knowledge of performing arts as a performer/producer/researcher or field worker. Familiarity with computer application
2.	Consultant (Dance)	08 th June 2023 12:00 p.m	30-45Years Rs. 40,000	<u>Essential Qualification</u> <ul style="list-style-type: none">➤ Degree from a recognized University in Humanities Social Science or Dance.➤ Additional professional qualification in the Area of Music/Dance/Drama/Puppetry➤ Minimum five yrs experience in organizing activities related to Performing arts.

				<p><u>Desirable Qualification</u></p> <ul style="list-style-type: none"> ➤ Understanding and knowledge of performing arts as a performer/producer/researcher or field worker. Familiarity with computer application
3.	Consultant (ICH)	08 th June 2023 02:00 p.m	30-45 Years Rs. 40000/-	<p><u>Educational Qualification</u></p> <ul style="list-style-type: none"> ➤ Graduate/ Post Graduate in Social Sciences and Humanities or Creative Arts (Sociology/ Folklore/ Cultural Studies/Performance Studies/ Cultural History. <p><u>Desirable Qualification</u></p> <ul style="list-style-type: none"> ➤ Understanding and knowledge of performing arts as a performer/producer/researcher or field worker. Familiarity with computer application
4.	Consultant (Puppet)	08 th June 2023 03:00 p.m	30-45Years Rs. 40000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Degree from a recognized University in Humanities Social Science or Puppetry. ➤ Additional professional qualification in the Area of Music/Dance/Drama/Puppetry ➤ Minimum five yrs experience in organizing activities related to Performing arts. <p><u>Desirable Qualification</u></p> <ul style="list-style-type: none"> ➤ Understanding and knowledge of performing arts as a performer/producer/researcher or field worker. Familiarity with computer application
5.	Consultant (Chairman & Secretary office)	10 th June 2023 04:00 p.m	30-45 Years Rs. 40000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Degree from a recognized University. ➤ Should have minimum speed of 100wpm in English/Hindi shorthand and 45 wpm in English/Hindi typing. ➤ Three years experience as stenographer in an organisation of repute/autonomous body or undertaking. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Knowledge of Hindi

6.	Consultant (Library)	9 th June 2023 11:00 a.m	30-45 Years Rs. 40,000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Graduate with Degree or Diploma in Library Science (one year course after graduation) from a recognized University or its equivalent. ➤ Two years experience in a public college, University or Departmental Library. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Knowledge of Hindi and at least one Indian language other than the mother tongue. ➤ Knowledge of performing arts.
7.	Consultant (Accounts)	10 th June 2023 2:00 p.m	30-45 Years Rs. 40000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Bachelor's degree in Accounting, Finance, or a related field, or an equivalent combination of education, training and experience ➤ Should have 5 yrs experience in preparation of annual accounts, budget, etc. in a central /state Govt. organisation/autonomous body. ➤ Thorough knowledge of Govt. rules & regulations <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Acquaintance with Indian performing arts.
8.	Consultant (Coordination)	9 th June 2023 12:00 p.m	30-45 Years Rs. 40000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Degree from a recognized University. ➤ experience in handling meetings, agenda, programme etc. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Acquaintance with Indian performing arts.
9.	Consultant (Publication- Sales & Marketing)	9 th June 2023 02:00 p.m	30-45 Years Rs. 40000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Bachelors Degree from a recognized University. ➤ 5 years relevant experience in the field of sales and marketing of the books in a reputed publishing house in a responsible capacity along with professional degree/PG diploma in marketing from recognised

				<p>University/Institution.</p> <ul style="list-style-type: none"> ➤ Must have operational knowledge of Ms Office and sales of publications at online platforms. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Knowledge of English and Hindi ➤ Knowledge of performing arts ➤ Previous exposure of Pan India sales ➤ Excellent communication & presentation skills. ➤ Open to travel
10.	Consultant (RTI/Legal matters)	10 June 2023 03:00 p.m	30-45 Years Rs. 40000/-	<p><u>Essential Qualification</u></p> <ul style="list-style-type: none"> ➤ Degree from a recognized University. ➤ Experience in handling legal matters and RTI matters, etc. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ➤ Must have the operational knowledge of MS Word, Excel and good skill of noting, drafting etc.,

The Akademi reserves the right to cancel the proceedings / engagement at any time without assigning any reason thereof

General Terms & Conditions

- 1 The consultant shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS Medical facility, Medical reimbursement.
2. **Working Hours.**
 - 2.1 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.
 - 2.2 They shall mark their attendance in bio-metric mandatorily, failing which may result in deduction of remuneration.
3. **Tax Deduction at Source.**
 - 3.1 The Income Tax or any other tax will be deducted at source as per Government instruction. Necessary TDS Certificate will be issued to them.
4. **Confidentiality of data and document:**
 - 4.1 The Intellectual Property Rights (IPR) of the data collected as well as deliverables produced for the Akademi/organization shall remain with the Akademi;

4.2 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;

4.3 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;

5. Conflict of interest:

5.1 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;

6. Termination of Agreement:

6.1 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.



National Academy of Music, Dance & Drama

Rabindra Bhavan, 35 Feroze Shah Road,
New Delhi - 110 001
Tel: 011-23386648, 23387246, 23387247, 23387248
email: mail@sangeetnatak.gov.in

WALK-IN-INTERVIEW

Walk-in-interview will be conducted from 8th to 10th June 2023 in the Mask Gallery, Sangeet Natak Akademi, Ground Floor, Rabindra Bhavan, 35, Feroze Shah Road, New Delhi -110001 for following consultants:

1. Consultant (Music) - 01
2. Consultant (Dance) - 01
3. Consultant (ICH/Drama) - 02
4. Consultant (Puppet)- 01
5. Consultant (Chairman & Secretary office) - 01
6. Consultant (Library) - 01
7. Consultant (Accounts) - 01
8. Consultant (CDN/Programme) -01
9. Consultant (Publication-Sales & Marketing) -01
10. Consultant (RTI/Legal matters)-01

The detailed information in this regard may be accessed through the Akademi's website <https://sangeetnatak.gov.in/vacancy>. Interested candidates may appear for the walk-in-interview along with their latest CVs and other credentials reporting one hour before the interview at above mentioned venue.

The Akademi reserves the right to reject any/or all applications or cancel the proceedings/recruitment at any time without assigning any reason thereof.

Secretary
Sangeet Natak Akademi
New Delhi