



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 for the post of Publication Consultant & Editorial Consultant will be conducted at 11.00 a.m. on 13 October 2021 and 14 October 2021 respectively in the Mask Gallery, Sangeet Natak Akademi, Ground Floor, Rabindra Bhavan, 35, Feroze Shah Road, New Delhi -110001. The contractual appointment for both the posts will be for a period of one year.

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.

Qualification for Editorial Consultant:

Essential:

1. Degree from a recognized University preferably in Humanities.
2. Command of English language with knowledge of editing, copy-editing, proofreading and layout.
3. Minimum 5 years editorial experience with a publishing house, newspaper or magazine.

Desirable:

1. Awareness of the performing arts.
2. Knowledge of book production.

Age: 25 to 40 years

Remuneration: Rs. 50,000/-

Note: A short duration written test is also likely to be held.

Qualification for Publication Consultant:

Essential:

1. At least 3 to 5 years experience in designing, layout, printing and publishing of books/journals, etc., in a printing or publishing firm.

Desirable:

1. Degree or diploma from a recognized university/institution preferably in Humanities/ printing technology/book production.
2. Knowledge and acquaintance with the Indian performing arts.

Age: 30 to 45 years

Remuneration: Rs. 45,000/-

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-Matrix 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.



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The detailed information in this regard may be accessed through the Akademi's website www.sangeetnatak.gov.in. 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.

Deputy Secretary (Admn.)
Sangeet Natak Akademi
New Delhi