



Sangeet Natak Akademi
National Academy of Music, dance and Drama

Contractual Engagement of Consultants

Sangeet Natak Akademi, an autonomous body under the Ministry of Culture, Government of India intends to engage two suitable personnel having experience as 'Consultant' at its Sattriya Kendra, Guwahati on contract basis for the following positions initially for a period of one year:

- | | |
|---------------------------|-----|
| 1. Consultant (Technical) | One |
| 2. Consultant (General) | One |

Consultant (Technical)

- Qualification- Bachelor's Degree from a recognized University
3 years' Post Graduate Diploma in editing (Audio/Video).
Knowledge of after effect/motion and Photoshop would be preferred
- Experience- Minimum 02 years experience in Video Editing in FCP (all versions)
- Age Should not exceed 45 years as on closing date of the receipt of applications. In case of deserving/experienced candidates, age relaxation can be considered by the Competent Authority.

Consultant (General)

- Qualification- Bachelor's Degree from a recognized University
Knowledge of Computer, DTP, Designing.
- Experience- Minimum 02 years experience in Administrative matters/organizing of festivals, workshop and Seminar etc.
- Age Should not exceed 45 years as on closing date of the receipt of applications. In case of deserving/experienced candidates, age relaxation can be considered by the Competent Authority.

Scope of work

During the period of engagement the Consultant would be required to perform any work as assigned to them by the Project Director of Sattriya Kendra for which they are engaged.

Duration

The candidate selected will be appointed purely on contractual basis initially for a period of one year. Further extension will be considered based on work performance and the need for the specific work.

Remuneration

The monthly consolidated remuneration will be paid as per the Akademi norms.

Shall not be entitled to any allowance such as DA, transport facility, residential accommodation, CGHS Medical facility, Medical reimbursement.

Working Hours.

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.

They shall mark their attendance in AEBAS mandatorily, failing which may result in deduction of remuneration.

Tax Deduction at Source.

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

Confidentiality of data and document:

The intellectual property rights (IPR) of the data collected as well as deliverables produced for the Akademi/organization shall remain with the Akademi.

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.

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.

The Consultant would be required to sign a non-disclosure undertaking as per ANNEXURE-III.

Conflict of interest:

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.

The Consultant shall not claim any benefit/compensation/absorption/regularization of service with this Akademi.

Termination of Agreement:

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.

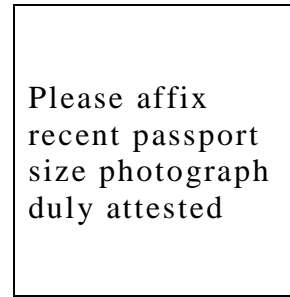
The Competent Authority in the Akademi may also terminate the contract at any time without giving any notice and also without assigning any reason.

How to apply: Applications on plain paper as per the prescribed format duly typed along with the latest C.V, supported with copies of certificates / testimonials and two passport size photographs, complete in all respects and appear for a walk-in interview on 15 November 2018 at 2:00 pm at Sattriya Kendra, Gangotri Bhawan, Basista Road Beltola, Guwahati-781028.

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

Format of Application

Please affix recent passport size photograph duly attested



1. Application for the engagement of.....
2. Name in full (in block letters):.....
3. Father's/Husband's Name:.....
4. Nationality:.....
5. Place and Date of Birth:.....
6. Age as on closing date:.....
7. Sex (Male/Female):.....
8. Present Address (with telephone No.):.....
9. Permanent Address (with telephone No.):
10. Whether SC/ST/OBC, if yes, state name of caste and enclose proof thereof:.....
11. Educational/Professional Qualifications:.....
12. Experience / Proficiency (particulars of all previous employment),
:.....
13. Any other information the candidate may like to add:.....

Date:

Place:

(Signature of candidate)



National Academy of Music, Dance & Drama

WALK IN INTERVIEW

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- | | |
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Desirous eligible candidates may go through the details of qualification, age, experience, requisite documents and other terms and conditions etc. available at the website of the Akademi www.sangeetnatak.gov.in.

Interested candidates may appear for a walk-in interview on 15 November 2018 at 2:00 p.m. along with their latest CVs and other credentials at Sattriya Kendra, Gangotri Bhawan, Basista Road, Beltola, Guwahati-781028.

Secretary
Sangeet Natak Akademi
New Delhi

