



KALAKSHETRA FOUNDATION

(An Autonomous body under the Ministry of Culture, Government of India)

Tiruvanmiyur, Chennai 600 041

RECRUITMENT TO THE POST OF DEPUTY DIRECTOR, KALAKSHETRA FOUNDATION

Applications are invited from the eligible candidates for appointment to the post of Deputy Director, Kalakshetra Foundation, in the revised Pay Band of Rs.15600-39,100 (PB-3), Grade Pay Rs.6600/-, Group-A, by **Promotion/ Deputation including Short term contract**. The mode of selection is through a Departmental Promotion Committee.

2. Job description

The Deputy Director, Kalakshetra Foundation, shall be responsible to assist the Director for the proper administration of the affairs of the Foundation, its day-to-day management and preparation of the annual statement of accounts and budget estimates of the Foundation.

3. Eligibility

By Promotion/ Deputation including Short Term Contract

- Officers of Central / State Governments, Union territories, Autonomous bodies (Statutory organizations / recognized research institutions) holding analogous posts on a regular basis or 3 years regular service in the old pay scale of Rs.8000 – 275 – 13500 or 8 years regular service in the old pay scale of Rs.6500 – 200 – 10500 and having good knowledge of accounts and administration. **Regular employees of Kalakshetra Foundation meeting the eligibility criteria can also apply. Refer: Recruitment Rules of Kalakshetra Foundation – www.kalakshetra.in**
 - The maximum age limit for appointment on **deputation including Short Term Contract** shall be not exceeding **56 years** as on the closing date of receipt of applications. (relaxable for specific categories as per GOI instruction issued from time to time)
 - The term for appointment on deputation shall be for a period of 3 years. The term may be extended, subject to satisfactory performance as per the Central Govt. rules.
 - Short term contract – It is also a form of deputation where officers from non-Government bodies e.g. Universities, Research institutions, Public Sector undertakings for teaching research, scientific and technical post(s) can come to Central Government posts.
4. Application has to be made in the prescribed proforma as downloadable from our website: www.kalakshetra.in. The application along with all relevant enclosures/documents as detailed above and with complete set of copies of CR dossiers (for the last five years) routed through proper channel, should reach **The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041, on or before 21-12-2015**. Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.
5. Applications should be super scribed on the cover as "Application for the Post of Deputy Director, Kalakshetra Foundation."

PROFORMA FOR APPLICATION

- Name and address (in Block letters) :
- Date of Birth (In Christian era) :
- Date of retirement under Central/State Government:
- Education Qualification :
- Service to which you belong (if applicable) :
- Whether belong to SC/ST/OBC (Attach copy of the Community certificate in the prescribed format as per extant Central govt rules) :
- Please state clearly whether in the light of entries made by you above, you meet the requirement of the post and under which mode of recruitment
(Promotion/Deputation including Short term Contract) :
- Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient :

Annexure-I

Affix self
passport size
photograph

Office/Institute	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties

- Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent.
- In case the present employment is held on deputation/contract basis, please state:-
 - The date of initial appointment
 - Period of appointment on deputation/contract
- Additional details about present employment. Please state whether working under:-
 - Central Government
 - State Government
 - Autonomous Organization
 - Government Undertaking
 - Universities
- Are you in revised scale of pay (due to 6th Pay Commission)? If yes, give the date from which the revision took place (Please indicate the pre-revised scale, as well)
- Existing total emoluments drawn per month.
- Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):
- Remarks

Declaration

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected, my candidature will stand cancelled and my all claims for the recruitment will stand forfeited.

Place:-

Date:-

Address

Signature of Candidate

Forwarding Note by the Employer (For applications under Deputation mode)

Annexure-II

It is certified that:

- Information given in the above proforma is correct as per the service records of the applicant.
- The applicant is clear from vigilance angle.
- The integrity of the applicant is beyond doubt.
- That no major/minor penalty has been imposed on the applicant in last 10 years.
- The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- The ACR Dossier of the applicant is enclosed with the application.

(Signature with seal of the authorized signatory on behalf of the employer)