



Kalakshetra Foundation
(An autonomous body under Ministry of Culture, Government of India)
Thiruvanmiyur, Chennai – 600 041

Invites applications for a Post of **Consultant - Administration** on contract basis for Rukmini Devi College of Fine Arts. The requirement is purely temporary and the person engaged may be dispensed with at any time.

The qualifications for the person may be as under:

	Essential	Desirable
Educational	Graduate	Post Graduate
Experience	Experience in administration/ establishment matters in Government Organization/Universities/Colleges/Govt run educational institutions Should possess computer skills viz. MS Word and good drafting skills in English	
Age	Not exceeding 62 years of age on the closing date of applications	
Remuneration	Rs.30,000/- per month consolidated subject to TDS	

Application should be addressed to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.

Last date for receipt of applications: **02.06.2018**

Kalakshetra Foundation
APPLICATION FOR THE POST: CONSULTANT-ADMINISTRATION
(RUKMINI DEVI COLLEGE OF FINE ARTS)

1. Name (in Block letter)	Pl paste a recent passport size photograph		
2. Residential Address			
3. Date of Birth (In Christian era)			
4. Mobile No			
5. Email i.d.			
6. Educational qualification:			
S.No	Board/University	Year of Passing	Percentage
7. a) Experience			
Name of organization	Designation	Period of service	
		From	To
8. b) Describe your experience in the following areas:			
Area of Experience	Details of Experience		
Admin/Establishment matters			
Computer skills			
Drafting skills in English			
Education Institution			
9. How do you consider yourself suitable for this post?			
10. I do hereby declare that all statement 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. I also understand that in case of selection, the appointment is purely on temporary basis with no opportunity/claim for regular appointment.			
Place			
Date			
	Signature of the Candidate		