



(An autonomous body under Ministry of Culture, Government of India)  
Kalakshetra Road, Thiruvanniyur, Chennai – 600 041  
Ref. : Recrt/Cont./2021/3 dated 09.07.2021

Applications are invited for the Post of **Consultant (Project Co-ordinator)** on part time basis. The appointment is purely temporary and on contract basis. The requisite qualifications and other details for the position are as under:

<b>Required Qualifications</b>	<b>Essential :</b> Post Graduate degree from a recognized University <b>Desirable :</b> Any academic qualification in Accounts / Business administration / Economics / Commerce / Research Methodology
<b>Required Experience</b>	<ol style="list-style-type: none"><li>1. Experience in project proposal writing</li><li>2. Experience in collection and compilation of information from various sources</li><li>3. Experience in co-ordination of multiple workgroups/departments</li><li>4. Experience in publication</li><li>5. Knowledge in the field of arts, crafts and culture</li><li>6. Knowledge in Tamil, English &amp; Hindi</li></ol>
<b>Required skill set</b>	<ol style="list-style-type: none"><li>1. Excellent writing / editing and verbal communication skills</li><li>2. Excellent interpersonal skills</li><li>3. Ability to work on time bound tasks, organize work assignments, set priorities and meet deadlines.</li><li>4. Ability to work and co-ordinate with diverse groups of individuals</li><li>5. Solid computer skills (Microsoft Office Suite)</li><li>6. Creativity in presentation of concepts</li></ol>
<b>Age limit</b>	Not exceeding 55 years of age on the closing date of receipt of applications
<b>Emoluments</b>	Rs. 25,000/- per month subject to TDS
<b>Job profile</b>	The selected candidate will be required to design and develop proposals for new projects in the field of art and craft. He/she will also ensure projects adhere to frameworks and all documentation is maintained appropriately and shall report to the Director, KF about the progress of each project. He/She will be assigned with additional tasks as and when required. Working Hours shall be decided by KF.

Applicants are required to furnish their applications in the prescribed format attached herewith by post to the Director, Kalakshetra Foundation, Kalakshetra Road, Thiruvanniyur, Chennai- 600041 or by email to [aa@kalakshetra.in](mailto:aa@kalakshetra.in). Last date for receipt of applications shall be **19.07.2021 upto 5 p.m.**

-DIRECTOR



11. Experience:

Name of Institution	Designation	Nature of duties performed	Period of service	
			From	To

14. Describe your experience in the following areas:

i)	Area of specialization	
ii)	Details of the skillset	

15. Language skills

S.No.	Name of the Language	To read	To Speak	To Write

16. How do you consider yourself suitable for this post?

17. Any other information, you wish to add:

18. I declare that all 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 suppressed/false or incorrect or ineligibility detected before or after the examination, my candidature/appointment is liable to be 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