



KALAKSHETRA FOUNDATION

An Institution of National Importance

(An autonomous body under Ministry of Culture, Government of India)

Thiruvanmiyur, Chennai – 600 041

Kalakshetra Foundation invites applications for engagement of a Consultant (Accounts). The appointment is purely temporary and on contract basis for a period of one year.

The qualifications for the position are as under—

<u>Designation</u>	<u>Consultant (Accounts)</u>
Essential	1). B.Com., 2). CA/ICWA Inter passed
Experience	Minimum 2 to 3 years' experience in accounting works in an organization Working knowledge in Tally ERP 9
Remuneration	Rs.25,000/- per month (all inclusive – subject to 10% deduction towards TDS)
Age	Up to 62 years

Filled in application as appended below should be addressed to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041. Selection will be made based on written test followed by interview.

Last date for receipt of applications: **12.03.2020**

Date of written test (Objective) **14.03.2020 (Afternoon 2 PM)**

Date of interview (top 3 of written test qualified candidates) **18.03.2020**

- Those who have applied earlier for this post need not apply again.

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Post applied for Consultant (Accounts) on contract

1. Applicant's Name (in Block letter)			Pl paste a recent passport size photograph	
2. Mother's name				
3. Father's Name				
4. Address for communication				
5. Mobile No				
6. Email Address				
7. Aadhar Number (optional)				
8. PAN Number				
9. Date of Birth (DD/MM/YY) Age as on closing date for submission of application i.e. as on 28.02.2020				
10. Nationality				
11. Gender				
12. Educational qualification:				
S.No	Qualification	Board/University	Year of Passing	Percentage/CGPA
13. Experience				
Name of Institution	Designation	Nature of duties performed	Period of service	
			From	To
14. Describe your experience in the following areas:				
i)	Experience in maintaining accounts			
ii)	Experience in Tally ERP 9			

15.	Knowledge of Indian Languages	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. I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Place

Date

Signature of the Candidate