

KALAKSHETRA FOUNDATION
An Autonomous body under Ministry of Culture, Government of India
Thiruvanmiyur, Chennai 600041

Applications are invited for recruitment to the post of **Chief Accounts Officer** in Kalakshetra Foundation. The details are as under:

- i Name of the post: **Chief Accounts Officer**
- ii Date of occurrence of vacancy: **01.03.2017**
- iii Scale of pay of the post: Rs.7450-225-11500 (V Pay Commission scale)/ Pay Band-2 i.e. Rs.9300-34800 with a Grade Pay of Rs.4600/- (VI Pay Commission scale)
- iv Mode of recruitment: Deputation/ Short Term Contract
- v Eligibility: Officers of Indian Audit and Accounts Department/ICAD or any organized Government Department/Service holding analogous posts or having 5 years' regular service in the scale of pay of Rs.5500-175-9000 (V Pay Commission scale)/ Pay Band-2 Rs.9300-34800 with Grade Pay of Rs.4200 (VI Pay Commission scale) and passed Section Officer Grade examination
- vi Job description: Chief Accounts Officer shall be responsible for maintenance of accounts of the Foundation; preparation of budget, drawing & disbursing Officer and all matters relating to accounts.
- vii Recruitment Rules of Kalakshetra Foundation can be referred at the Foundation's website: **www.kalakshetra.in**
- viii 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. The term for appointment on deputation shall be initially for a period of 3 years which may be extended on year to year basis thereafter in terms of extant instructions.
- ix 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 for specified period.
- x Application has to be made in the prescribed proforma as downloadable from our website: www.kalakshetra.in under the heading “**opportunities**”. The application copies of APARs for the last five years may be submitted through proper channel so as to reach **Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041 within 45 days of publication of this notice**

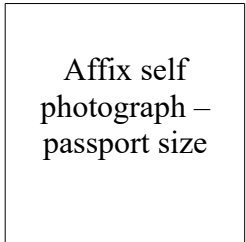
in the Employment News. The applicants are advised to see “Employment News” for advertisement.

- xi Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

- xii Applications should be super scribed on the cover as “Application for the Post of Chief Accounts Officer, Kalakshetra Foundation”.

Annexure-I

Application for the post of Chief Accounts Officer



- 1 Name and address:
- 2 Date of Birth (In Christian era):
- 3 Date of retirement under Central/State Government:
- 4 Age as on closing date for receipt of application: ___ years, ___ months
- 5 Mobile No.:
- 6 E-mail address:
- 7 Educational Qualification:
- 8 Service to which belong (if applicable):
- 9 Whether belongs to SC/ST/OBC:
- 10 Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:

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

- 11 Details about present employment. Please state whether working under:
 - a Central Government
 - b State Government
 - c Autonomous Organizations
 - d Government Undertaking
 - e Universities
- 12 Name and address of present Office:
- 13 Nature of present employment i.e. ad-hoc or regular
- 14 In case the present employment is held on deputation/short-term contract basis, please state:

- a The date of initial appointment
- b Period of appointment on deputation/short term contract

Additional information, if any, which you would like to mention in support of your suitability for the post:

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:-

Signature of Candidate

Date:-

Address.....

Annexure-II

Forwarding Note by the Employer

It is certified that:

- i Information given in the above proforma is correct as per the service records of the applicant.
- ii The applicant is clear from vigilance angle.
- iii No major/minor penalty has been imposed on the applicant in the last 10 years.
- iv The cadre controlling authority of the applicant has given its clearance for his applying for the above post.
- v Copy of APARs of the applicant for the last five years is enclosed.

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