

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

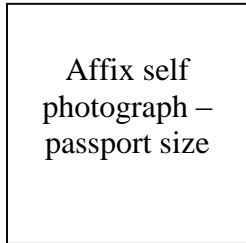
Applications are invited for recruitment to the post of **Manager (Besant Arundale Senior Secondary School)**, Kalakshetra Foundation, Chennai. Besant Arundale Senior Secondary School is affiliated to Central Board of Secondary Education and is a unit of Kalakshetra Foundation.

The details of the post are as under:

- (i) Name of the post: **Manager (Besant Arundale Senior Secondary School)**
- (ii) Date of occurrence of vacancy: **01.02.2017**
- (iii) Scale of pay of the post: The pay scale of the post is Rs.6500-200-10500 (V Pay Commission scale)/ Pay Band-2 i.e. Rs.9300-34800 with a Grade Pay of Rs.4200/- (VI Pay Commission scale). The total emoluments at the start of the scale as on date is: Rs.39,082/- (approx.)
- (iv) Mode of recruitment: Direct Recruitment
- (v) Reservation: Unreserved
- (vi) Eligibility:
 - a) M.A./M.Sc./M.Com. from a recognized University or equivalent
 - b) A degree in Education
 - c) Knowledge of Central Govt. Rules and Regulations
 - d) 5 years' experience in management of a School
- (vii) Age limit: 35 years
- (viii) Job Description: Responsibilities of the post would cover both administrative and accounts work of the School and to assist the Principal in all matters in smooth running of the school
- (ix) If the applicant is already employed in Government/ autonomous body/PSU then the application should be submitted through proper channel
- (x) Applications should be super scribed on the cover as "Application for the Post of Manager, BASS School"
- (xi) Applications received after the last date or otherwise found incomplete will not be considered and will be rejected.
- (xii) Recruitment Rules for the various posts of Kalakshetra Foundation are available in the Foundation's website: www.kalakshetra.in → About us → Kalakshetra Rules.

Application has to be made in the prescribed proforma as downloadable from our website: www.kalakshetra.in under the heading "opportunities". The application should be submitted so as to reach **Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041** within 30 days of publication of this notice in the **Employment News**. The applicants are advised to see "Employment News" for advertisement.

**Application for the post of Manager
(Besant Arundale Senior Secondary School),
Kalakshetra Foundation**



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

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

10. Whether presently employed under Central/ State Governments, PSU/
Autonomous Bodies/ Universities
11. If answer to Sl.No.10 is 'yes' then the nature of present employment i.e. ad-hoc
or regular
12. 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
13. 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:
Date:

Signature of Candidate
Address.....

Annexure-II

Forwarding Note by the Employer (**If presently employed under Central/ State Governments, PSU/ Autonomous Bodies**)

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.

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