



KALAKSHETRA FOUNDATION
(An autonomous organization under
Ministry of Culture
Government of India)



Dt. 25.04.2017

Thiruvanmiyur
Chennai- 600 041, India

**RECRUITMENT TO THE POST OF DIRECTOR, KALAKSHETRA
FOUNDATION**

Applications are invited for appointment to the post of Director, Kalakshetra Foundation in the Pay Band of Rs. 37,400 - 67,000 plus grade pay of Rs. 8,900 (PB-4), Group "A" (Non- Ministerial) in Kalakshetra Foundation, Chennai, an autonomous organization under Ministry of Culture **on Deputation (Including Contract)**. The mode of selection is through a Search Committee comprising experts from various fields.

2. Job Description

The Director, Kalakshetra Foundation, shall be the Principal Executive Officer of the Foundation and shall be responsible for the proper administration of the affairs of the Foundation and its day-to-day management and shall prepare the annual statement of accounts and budget estimates of the Foundation and such other duties as may be assigned to him/her by the Governing Board.

3. Eligibility

A. On deputation basis

I. Officers of Central Government or State Government, Union Territories, Autonomous, statutory organizations or recognized research institutions—

- (i) Holding analogous post on regular basis, or,
- (ii) Two years' regular service in the scale of pay of Rs.37400-67000 plus Grade Pay of Rs.8700 or equivalent, in the parent cadre or department, or,

- (iii) Eight years' combined regular service in the scale of pay of Rs.37400-67000 plus grade pay of Rs.8700 and Rs.15600-39100 plus Grade Pay of Rs.7600 or equivalent,
- (iv) Knowledge of any South Indian language namely Telugu, Tamil, Kannada or Malayalam

Note 1: Period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization or department of the Central Government shall ordinarily not exceed five years.

Note 2: The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

Note 3: The term for appointment on deputation shall be for a period of three years. The term may be extended, subject to satisfactory performance to be reviewed by a Committee constituted by the Central Government, for a period not exceeding 2 years or the date of retirement of such an incumbent in his parent cadre whichever is earlier.

II. For ex-servicemen (deputation or re-employment)

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed at i) to iv) under I above shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be considered on re-employment.

B. On Contract basis

The applicants should possess the following educational qualifications: -

- (a) Graduate in any discipline from a recognized university or equivalent;
- (b) Persons of ability, standing and experience in the field of classical or traditional art form of Indian Culture viz. Dance, Music, Theatre, Literature etc.

(c) Knowledge of any South Indian Language namely Telugu, Tamil, Kannada or Malayalam

Note 1: Appointment on contract basis shall be for a period of three years and may be extended subject to satisfactory performance and maximum age-limit of sixty-five years.

Note 2: The maximum age-limit for appointment on contract shall not exceed sixty-two years.

Note 3: In case of appointment on contract basis, the terms and conditions of service of the incumbent of the post shall be as applicable to a Group 'A' officer of the Central Government holding analogous post.

4. Applications, in duplicate, in the prescribed proforma (Annexure-I & Annexure-II – downloadable from Kalakshetra Foundation website: www.kalakshetra.in -- opportunities) complete in all respects along with up-to-date CR dossier in respect of the officers who can be spared in the event of selection, should reach the undersigned through proper channel **on or before 15.6.2017**. Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

5. The applicant shall also enclose copies of testimonial in proof of age (SSLC or class X certificate), educational qualifications, technical qualifications and details of experience.

6. Application has to be made only in the prescribed proforma as downloadable from our website: www.kalakshetra.in -- opportunities. The application along with all relevant enclosures/ documents as detailed above and with complete set of copies of CR dossiers (for the last five years) routed through proper channel in case of applicants under I above should reach the Deputy Director, Kalakshetra Foundation, Thiruvannamiyur, Chennai-600041 **on or before 15.6.2017**. Applications should be superscribed on the cover as "Application for the post of Director, Kalakshetra Foundation on deputation basis/ contract basis (as the case may be)"

Deputy Director
Kalakshetra Foundation

**APPLICATION FOR THE POST OF DIRECTOR, KALAKSHETRA FOUNDATION
(ON DEPUTATION / RE-EMPLOYMENT/CONTRACT)**

1	Name and Address (in Block Letters) Email address Mobile No.		Affix passport size self-photograph
2	Date of Birth (in Christian era)		
3	i) Date of entry into service		
	ii) Date of retirement under Central / State Government/ organization Rules		
4	Educational Qualifications		
5	Please state whether you are applying for deputation; Re-employment (Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year); Contract (private persons)		
6	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
	<u>Qualifications / Experience required as mentioned in the advertisement / Vacancy circular</u>		<u>Qualifications / experience possessed by the officer</u>
	Essential		Essential
	<u>On deputation basis</u> I. Officers of Central Government or State Government, Union Territories, Autonomous, statutory organizations or recognized research institutions— (i) Holding analogous post on regular basis, or, (ii) Two years' regular service in the scale of pay of Rs.37400-67000 plus Grade Pay of Rs.8700 or equivalent, in the parent cadre or department, or, (iii) Eight years' combined regular service in the scale of pay of Rs.37400-67000 plus grade pay of Rs.8700 and Rs.15600-39100 plus Grade Pay of Rs.7600 or equivalent, (iv) Knowledge of any South Indian language namely Telugu, Tamil, Kannada or Malayalam.		

	<p>II. <u>For ex-servicemen (deputation or re-employment)</u></p> <p>The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed at i) to iv) under I above shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be considered on re-employment.</p> <p>B. <u>On Contract basis</u></p> <p>The applicants should possess the following educational qualifications: -</p> <p>(a) Graduate in any discipline from a recognized university or equivalent;</p> <p>(b) Persons of ability, standing and experience in the field of classical or traditional art form of Indian Culture viz. Dance, Music, Theatre, Literature etc.</p> <p>(c) Knowledge of any South Indian Language namely Telugu, Tamil, Kannada or Malayalam</p>	
7	<p>Please state clearly whether in the light of entries made by you above, you meet the requisite essential qualifications and work experience of the post.</p>	

8. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned.

9. Details of ACP/MACP with present Pay Band and Grade pay where such benefits have been drawn by the Candidate, may be indicated as below:

Office / Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

10	Nature of Present employment i.e. Adhoc or Temporary or Quasi-Permanent or Permanent		
11	In case the present employment is held on deputation/contract basis, please state-		
	a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office/organization to which the applicant belongs.
			d) Name of the post and pay of the post held in substantive capacity in the parent organization
<p>Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>Note: Information under Column 11(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre / organization</p>			
12	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.		
13	<p>Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>a) Central Government b) State Government c) Autonomous Organisation d) Government Undertaking e) Universities f) Others</p>		
14	Are you in Seventh Pay Commission Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale i.e. Sixth Pay		

	Commission scale.	
15	Total emoluments per month now drawn	
	Basis Pay in the PB	Grade Pay
		Total Emoluments
16	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.	
17	Basic Pay with Scale of Pay and rate of Increment	Dearness Pay/interim relief / other Allowances etc., (with break-up details)
		Total Emoluments
18	<p>Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>The applicants may provide information with regard to their (i) ability, standing and experience in the field of classical or traditional art form of Indian culture viz. dance, music, theatre, literature, etc. (ii) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)</p> <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
19	<p>Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none"> (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition (vi) any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
20	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the Candidate)

Date _____

Certification by the Employer / Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/her integrity is certified.
- iii) His/ her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/minor penalty has been imposed on him/her during the last 10 years or a list of major / minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

Signature

(Employer / Cadre controlling Authority with Seal)