



**(An Autonomous Body under the Ministry of Culture, Government of India)**  
**Thiruvanmiyur, Chennai - 600041**

Invites applications for the following post on composite method "By promotion/deputation, Short term contract"

Name of the post	No of post	Classification	Scale of Pay
Administrative Officer	One	Group B	Level-7 of VII Pay Commission Pay Matrix (Rs. 44900-142400)
Eligibility			Age limit
<b>In case of Promotion: -</b> 1. Graduate; with 1.1 8 years regular service in the pay scale of Rs.5500-175-9000 (V Pay Commission Pay Scale) i.e., Level 6 in the VII Central Pay Commission Pay Matrix; or 1.2 12 years' service in the pay scale of Rs.5000-150-8000 i.e., Level 6 in the VII Central Pay Commission Pay Matrix; 2. 10 years' experience in a supervisory cadre in Central/State/Autonomous bodies or PSU 3. Knowledge of Central Govt. Rules and Regulations 4. Knowledge of accounts			---
<b>In case of Deputation</b> Officers from Central Autonomous organizations/ Statutory organizations / recognized research institutions (i) holding analogous post; or (ii) 8 years regular service in the V Pay Commission scale old pay scale of Rs.5500 - 175 - 9000; (Level-6 of VII Pay Commission Pay Matrix)			Not exceeding 56 years as on closing date of receipt of application.

Duties attached with the post, eligibility conditions and application format are available on the Kalakshetra Foundation's website [www.kalakshetra.in](http://www.kalakshetra.in) → Links → Others → Vacancies. In case of deputation, the eligible officers may submit their application in the prescribed proforma through their cadre controlling authorities. Applications from private persons, incomplete applications and advance copies shall be summarily rejected. Applications complete in all respects and through proper channel should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai - 600041 within 30 days from the date of publication in Employment News.

**Director, Kalakshetra Foundation**



**(An Autonomous body under the Ministry of Culture, Government of India)  
Thiruvanmiyur, Chennai 600041**

### **Recruitment to the post of Administrative Officer**

1. One post of Administrative Officer (AO) attached with Central Office is to be filled up on regular basis in Kalakshetra Foundation, an autonomous body under Ministry of Culture, Govt. of India. The post is in V Pay Commission scale of Rs.6500-200-10500 & in PB2-Rs.9300-34800 of VI Commission scale with Grade pay of Rs.4600 i.e., Level 7 VII Pay Commission Pay Matrix, Group- B post. In terms of Recruitment Rules, the post is to be filled by the composite method of **“By promotion/ Deputation, Short term contract”**.

### **2. Job description**

AO is in charge for the Administration Section of Central Office and the post carries responsibilities for all administration and Establishment matters of the Foundation. AO should have experience in administration and accounts matters, noting & drafting skills to handle the responsibilities of the post.

#### **General Duties –**

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the Unit;
- (v) Maintenance of a list of residential addresses of the Staff.

#### **Responsibilities relating to receipts-**

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Controlling Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the Unit diary once a week to know that it is being properly maintained.

#### **Responsibility of efficient and expeditious disposal of work and checks on delays**

- (i) to keep a note of important receipts with a view to watching the progress of action;
- (ii) to undertake inspection of Subordinates' table to ensure that no paper of file has been overlooked;
- (iii) to ensure that cases are not held up at any stage;

- (iv) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

### **Independent disposal of cases**

Take action independently on the following types of cases-

- (i) issue of reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a unit in-charge is authorized to take independently.

### **Duties in respect of recording and indexing**

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded file before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;
- (iv) ensuring proper maintenance of registers required to be maintained in the Unit;
- (v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (vi) Ensuring neatness and tidiness in the Unit;
- (vii) Dealing with important and complicated cases himself;
- (viii) Ensuring strict compliance with Departmental Security Instructions.

## **3. Eligibility for Promotion**

**1.1** Graduate;

**1.2** With 8 years regular service in the pay scale of Rs.5500-175-9000 (V Pay Commission Pay Scale) i.e., in Level 6 in the VII Central Pay Commission Pay Matrix; **or**

**1.3** 12 years' service in the pay scale of Rs.5000-150-8000) i.e., in Level 6 in the VII Central Pay Commission Pay Matrix;

**2.** 10 years' experience in a supervisory cadre in Central/State/Autonomous bodies or PSU

**3.** Knowledge of Central Govt. Rules and Regulations

**4.** Knowledge of accounts

## **4. Eligibility for Deputation, Short Term Contract**

Officers from Central Autonomous Organizations/ Statutory Organizations/ recognized research institutions holding analogous posts

or

8 years regular service in the scale of pay of Rs.5500-175-9000 (V Pay Commission Pay Scale) i.e. in Level 6 in the VII Central Pay Commission Pay Matrix

5. The maximum age limit for appointment on deputation, Short Term Contract **shall not be exceeding 56 years as on the closing date of application.**

6. Application has to be made in the prescribed proforma which can also be downloaded from website: [www.kalakshetra.in](http://www.kalakshetra.in) → Links → Others → Vacancies. Application along with copy of all relevant documents viz. cadre clearance, vigilance clearance, copy of APARs (for the last five years viz. 2017-18 to 2021-22) routed through proper channel, should reach **The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041, on or before 07.08.2023.** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected. Applications from private persons, incomplete applications and advance copies shall be summarily rejected.

7. The cover containing the application should be super scribed "Application for the Post of Administrative Officer, Kalakshetra Foundation".

**Director  
Kalakshetra Foundation**

**APPLICATION FOR THE POST OF ADMINISTRATIVE  
OFFICER, KALAKSHETRA FOUNDATION**

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**Affix self-  
attested  
passport size  
photo**

<b>1.</b>	<b>Name and address (in Block letters):</b>	
<b>2.</b>	<b>Mobile No.</b>	
<b>3.</b>	<b>Email address</b>	
<b>4.</b>	<b>Date of Birth (In Christian era) DD/MM/YYYY</b>	
<b>5.</b>	<b>Date of retirement under Central/State Government: DD/MM/YYYY</b>	
<b>6.</b>	<b>Educational Qualifications</b>	

7.	Service to which you belong	
8.	<b>In case of Promotion:</b> Please indicate which of the qualifications do you possess?	
	(i) Do you possess eight years regular service in the pay scale of Rs.5500-175-9000 i.e. Level 6 in the VII Central Pay Commission Pay Matrix;	<b>YES / NO, If yes details thereof</b>
	<b>OR</b>  (ii) Do you possess twelve years regular service in the scale of pay of Rs.5000-150-8000 i.e. Level 6 in the VII Central Pay Commission Pay Matrix	<b>YES / NO, If yes details thereof</b>
9.	<b>In case of Deputation:</b> Please indicate which of the qualifications do you possess?	
	(i) Do you hold analogous post on regular basis in Level-6 of VII Central Pay Commission Pay Matrix?	<b>YES / NO, If yes details thereof</b>
	<b>OR</b> (ii) Do you possess eight years regular service in the grade rendered after appointment thereto on a regular basis in posts in level 6 in the VII Central Pay Commission Scale (Rs.5500-175-9000) or equivalent in the parent cadre or Department	<b>YES / NO, If yes details thereof</b>
10.	<b>In case of Promotion/Deputation, Short Term Contract</b>	
	(i) Do you possess 10 years' experience in a supervisory cadre in Central/ State / Autonomous bodies or PSU.	<b>YES / NO, If yes details thereof</b>



12. Nature of present employment i.e. ad-hoc or (Temporary) quasi-permanent or permanent	
13. 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) Additional details about present employment. Please state whether working under: (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) PSU (f) Universities (g) other	
14. Are you in VII Pay Commission pay level? If yes, give the date from which the revision took place (Please indicate the pre-revised scale, as well)	
15. Existing total emoluments drawn per month.	
16. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet if required):	
17. Whether belong to SC/ST/OBC	
18. Remarks, if any	

**Signature of Candidate**

**Place:**

**Date:**



## **Annexure-I**

**(Certificate to be furnished by the employer / Head of Office/ Forwarding Authority)**

Certified that the particulars furnished by Mr./Ms.\_\_\_\_\_ are correct and he/she possesses qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Mr./Ms.\_\_\_\_\_
- (ii) His/ Her integrity is certified.
- (iii) The photocopies of the APARs for the last 5 years i.e. for the year from 2017-18 to 2021-22 duly attested are enclosed.
- (iv) No major/minor penalty has been imposed on the applicant in last 10 years.
- (v) The cadre controlling authority of the applicant has given its clearance for his application for the above post.

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