



KALAKSHETRA FOUNDATION
An Institution of National Importance

(An autonomous body under Ministry of Culture, Government of India)
Thiruvanmiyur, Chennai – 600 041

Invites applications for engagement of a Consultant (Administration) for Rukmini Devi College of Fine Arts, a unit of Kalakshetra Foundation, Chennai. The appointment is purely temporary and on contract basis for a period of one year or until further orders whichever is earlier.

The qualifications for the position are as under—

Educational	Essential: Graduation; Desirable: Post Graduation
Experience	Experience in administration/establishment matters in Central Government Organization/Universities/Colleges/Government run educational institutions. Should possess Computer skills viz., MS Word and Good drafting skills in English
Age limit	Not exceeding 65 years of age as on the closing date for receipt of applications
Remuneration	Rs.30,000/- per month subject to TDS. .

Application should be addressed to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.

Last date for receipt of applications: **16.08.2022**



(An autonomous body under Ministry of Culture, Government of India) Thiruvanmiyur, Chennai – 600 041

Application for the post of Consultant (Administration) on Contract Rukmini Devi College of Fine Arts

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 16.08.2022				
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)	Administration/establishment matters in Government organization/Universities/Colleges/Government run educational institutions.	
ii)	Computer skills	

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. In the event of any information, being found suppressed/false or incorrect or ineligibility detected before or after the examination, my candidature/appointment is liable to be cancelled and my all claims for the recruitment will stand forfeited. I also understand that in case of selection, the appointment is purely on temporary basis with no opportunity/claim for regular appointment.

Place	
Date	
	Signature of the Candidate

* Enclose a separate sheet, if the space above is insufficient.