



## KALAKSHETRA FOUNDATION

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

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### **Recruitment to the post of Chief Accounts Officer**

1. One post of Chief Accounts Officer is vacant w.e.f. 01.10.2022 in Kalakshetra Foundation, an autonomous body under Ministry of Culture, Govt. of India. The post is in VII Central Pay Commission scale of Rs. 44900-142400. In terms of Recruitment Rules, the post is to be filled by **“Deputation including Short term contract”**.
2. Job description
  - (i) Preparation of annual accounts and related accounts and placing them in the Finance Committee and Governing Board meetings for approval
  - (ii) Handling the accounts of Festival of India and correspondence with the Ministry and participating organizations.
  - (iii) Preparation of Budget estimates and Revised estimates as a whole for Kalakshetra Foundation
  - (iv) Drafting norms on financial matters
  - (v) Preparation of outcome budget and Memorandum of Understanding Q.be signed with the Ministry of Culture
  - (vi) Furnishing Utility Certificates for the grants received during the year
  - (vii) Handling accounts audit and transaction audit and the replies to the audit reports
  - (viii) Attending ATN on audit paras
  - (ix) Periodical accounts inspection of the units
  - (x) Central Public Information Officer under the RTI Act for the organization
  - (xi) To ensure deduction and remittance of Provident Fund contribution to EPFO

- (xii) Management of financial reporting, cash flow and financial statement.
- (xiii) Release of all payments (including checking of vouchers & payments).
- (xiv) Payment and recovery of advances paid to outside parties' / staff members.
- (xv) Act as Drawing & Disbursing Officer.
- (xvi) Release of Foreign Exchange.
- (xvii) Inter branch payment adjustment and reconciliation thereof.
- (xviii) Allocation of Budget to various units.
- (xix) Preparation of agenda items FC meetings relating to Accounts Section and follow up thereon.
- (xx) Maintenance and monitoring of Project Accounts.
- (xxi) Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.
- (xxii) Ensure amount/fund received from Government/other agencies are properly accounted for.
- (xxiii) Any other duty/responsibility that may be assigned by the Director.

3. Eligibility for Deputation including Short Term Contract:

4. 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. 9300-34800 GP 4200 and passed SOG examination

The maximum age limit for appointment on deputation including Short Term Contract **shall be not exceeding 56 years as on the last date of receipt of application. i.e 22.08.2022.**

5. 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 22.08.2022.** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.
6. The cover containing the application should be super scribed “Application for the Post of Chief Accounts Officer, Kalakshetra Foundation.

Director  
Kalakshetra Foundation

**Annexure-I**

**Application for the post of Chief Accounts Officer,  
( On Deputation) Kalakshetra Foundation**

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**Affix passport  
photo of self**

1. Name and address (in Block letters):	
2. Mobile No.	
3. Email address	
4. Date of Birth (In Christian era)	
5. Date of retirement under Central/State Government:	
6. Educational Qualifications	
7. Service to which you belong	

<p>8. Please indicate which of the qualifications do you possess?</p> <p>Do you hold analogous post on regular basis in Level-7 of VII Central Pay Commission Pay Matrix? or</p> <p>Do you possess five years' service in the grade rendered after appointment thereto on a regular basis in posts in Level 6 of VI Central Pay Commission Pay Band- 2 (VI Pay Commission Pay Scale Rs.9300 – 34800) or equivalent in the parent cadre or Department;</p>	
<p>10. Please state whether in the light of entries made by you above, you meet the requirement of the post.</p>	

11. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:

Office/ Organisation	Whether Central Govt./ State Govt./ University/ Res. Institutions/ PSU/ Statutory/ Autonomous Organisation	Post held with Pay Level	Period of service		Nature of appointment (regular/ adhoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

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	
14. 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	
15. 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)	
16. Existing total emoluments drawn per month.	
17. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
18. Whether belong to SC/ST/OBC	
19. Remarks, if any	

Place:

Signature of Candidate

Date:

## **Annexure-II**

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

Certified that the particulars furnished by Shri/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 Shri/Smt.\_\_\_\_\_.
- (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) That 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 applying for the above post.

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