F.No.21/02/2020-CS.I(Coord.)
Ministry of Personnel , Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

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2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 11th May, 2020.

OFFICE MEMEORANDUM

Subject: Advertisement for the post of Deputy Director, Kalakshetra Foundation – Request for placing a copy of the advertisement in DOPT website – reg.

The undersigned is directed to circulate the vacancy circular No.A-43/1/2020 dated 04.05.2020 (alongwith enclosures) received from Kalakshetra Foundation, Chennai , an autonomous body under Ministry of Culture, who have invited applications for the post of Deputy Director by promotion/deputation including short term contract.

2. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary of CSS applying for deputation.

3. In case of any further clarification, applicants are requested to contact the concerned Organisation who have advertised the circular.

S. K. Das Gupta
(Sanjay Kumar Das Gupta)
Under Secretary to the Govt. of India
Tel.No.24629412

To

All Ministries/ Departments (through DOPT's website)

कलाक्षेत्र प्रतिष्ठान
संस्कृति मंत्रालय के
अंतर्गत स्वायत्तशासी
संस्था, भारत सरकार

रसो वै सः

kalakshetra FOUNDATION
An Autonomous Body under
Ministry of Culture,
Government of India

150 YEARS OF CELEBRATING THE MAHATMA

F. No. A-43/1/2020 Dated: 4.5.2020

To

Ms. Rajul Bhatt, Director
CS-I Division
Department of Personnel & Training
3rd Floor, A Wing,
Loknayak Bhawan
New Delhi

Subject: Advertisement for the post of Deputy Director, Kalakshetra Foundation - Request for placing a copy of the advertisement in DoPT website reg.

Madam,

Kalakshetra Foundation, Chennai is an Institution of National Importance under the administrative control of Ministry of Culture, Govt. of India.

2. One post of Deputy Director in the Foundation is likely to fall vacant w.e.f. 10.8.2020 on the relieving of the present incumbent. The post is in Level-11 of VII Pay Commission Pay Matrix. A detailed advertisement for filling up the post is attached.

3. I request you to kindly place a copy of the advertisement in the website of DoPT for information of CSS Officers. Willing officers may submit their applications through proper channel with copy of relevant documents latest by 20.6.2020.

Yours faithfully,

(Revathi Ramachandran)
Director

Encl.: As above

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

Recruitment to the post of Deputy Director

1. One post of Deputy Director is falling vacant w.e.f. 10.8.2020 in Kalakshetra Foundation, an autonomous body under Ministry of Culture, Govt. of India. The post is in V Pay Commission scale of Rs.10000-325-15200 i.e. Level 11 of VII Pay Commission Pay Matrix, Group-A. In terms of Recruitment Rules, the post is to be filled by the composite method of **"By promotion/ Deputation including Short term contract".**

2. Job description

(i) To Assist the Director in all matters relating to administration
(ii) To function as 'Estate Officer' of the Foundation
(iii) To guide subordinates in proper disposal of work
(iv) To assist Director in ensuring discipline among staff
(v) To process procurement/capital works
(vi) To ensure timely filling up of posts
(vii) Periodical review of Recruitment Rules
(viii) Monitoring of court cases
(ix) Preparation of draft agenda points and draft minutes in respect of Governing Board meetings
(x) Monitoring of follow up action of decisions in the GB meetings
(xi) Examination of grievances and welfare matters of staff for redressal by Director/ competent authority.
(xii) Any other responsibilities as assigned by the Director

3. Eligibility for Deputation including Short Term Contract:

(a) Officers of Central / State Governments, Union territories, Autonomous bodies (Statutory organizations / recognized research institutions)—

(i) holding analogous posts on a regular basis; **or,**

(ii) 3 years' service in the in the grade rendered after appointment thereto on a regular basis in posts in V Pay Commission Pay Scale Rs.8000 – 275 – 13500 i.e. Level-10 of VII Central Pay Commission Pay Matrix; **or,**

(iii) 8 years' service in the grade rendered after appointment thereto on a regular basis in posts in V Pay Commission Pay Scale Rs.6500 – 200 – 10500 i.e. Level 7 in the VII Central Pay Commission Pay Matrix;

(b) and having good knowledge of accounts and administration.

(c) The maximum age limit for appointment on deputation including Short Term Contract **shall be not exceeding 56 years as on 10.8.2020 i.e. on the date of vacancy.**

4. Application has to be made in the prescribed proforma which can also be downloaded from website: 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. 2014-15 to 2018-19) routed through proper channel, should reach **The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041, on or before 20.06.2020.** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

5. The cover containing the application should be super scribed "Application for the Post of Deputy Director, Kalakshetra Foundation.

Director
Kalakshetra Foundation

Annexure-I

Application for the post of Deputy Director, Kalakshetra Foundation

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	
8. Please indicate which of the qualifications do you possess? (i) Do you hold analogous post on regular basis in Level-11 of VII Central Pay Commission Pay Matrix? **OR** (ii) Do you possess three years' service in the grade rendered after appointment thereto on a regular basis in posts in Level-10 of VII Central Pay Commission Pay Matrix (V Pay	

Commission Pay Scale Rs.8000 – 275 – 13500) or equivalent in the parent cadre or Department; **OR** (iii) Do you possess eight years' service in the grade rendered after appointment thereto on a regular basis in posts in level 7 in the VII Central Pay Commission Pay Matrix (V Pay Commission Pay Scale Rs.6500 – 200 – 10500) or equivalent in the parent cadre or Department;	
9. Do you possess eight years' experience in administration / accounts matters?	
10. Please state whether in the light of entries made by you above, you meet the requirement of the post.	

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/ ad-hoc/ 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 2014-15 to 2018-19 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)