



(An Autonomous Body under Ministry of Culture, Government of India)  
Thiruvanmiyur, Chennai – 600041.

Applications are invited from suitable candidates for the following post in Kalakshetra Foundation—

Name of the post	No of Post	Classification	Pay Level
Administrative Assistant	1 (One) Unreserved	Group B	Level 6 of 7 <sup>th</sup> Central Pay Commission Pay Scale Rs. 35400-112400

**Eligibility and Age limit:—**

Name of the post	Educational Qualification	Age Limit
Administrative Assistant	<b>Essential</b> 1. Graduate from a recognized university 2. Five years' experience in Administration/Government Accounts with knowledge of Rules and Regulations of Central Government <b>Desirable</b> 1. Knowledge of working on Computer "O" level DOEACC	28 years

Application as appended below may be downloaded and filled in form along with self-attested copies of the testimonials may be posted and should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600041 within 30 days from the date of issue of this advertisement in Employment News. Last date for receipt of applications shall be **13.05.2024**

General instructions to the candidates

- a. Date for determining the upper age limit, qualification and /or experience will be the closing date prescribed for receipt of application. i.e 13.05.2024.
- b. Kalakshetra Foundation reserves the right to cancel/restrict/modify the recruitment process if need so arises, without assigning any reason. No correspondences whatsoever will be entertained from the candidates regarding conduct and result of test/interview and reason for not being called for test/interview.
- c. The number of vacancies as indicated in the notification may vary depending upon the vacancies exists at the time of final selection.
- d. Mere fulfillment of eligibility criteria does not entitle any right in respect of the interview/selection. Only shortlisted candidates will be called for test and or interview.
- e. Canvassing in any form will be a disqualification.
- f. Applications received without self-attested copies of testimonials such as age proof and educational / experience certificates will summarily be rejected.
- g. Application form duly filled in as per the format prescribed has to be sent by post so as to receive at Kalakshetra Foundation upto 5 PM on 13.05.2024. Applications received after closing date will be summarily rejected.
- h. Application should be addressed to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600041.

**Kalakshetra Foundation**  
**(An Autonomous organization under the Ministry of Culture, Govt. of India)**  
**Thiruvanmiyur, Chennai -41**  
**Post applied for Administrative Assistant**

1. Applicant's Name (in Block letter)	<table border="1" style="width: 100%; height: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px; text-align: center;">Pl paste a recent passport size photograph</td> </tr> </table>	Pl paste a recent passport size photograph		
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. PAN Number (optional)				
8. Aadhar Number (optional)				
9. Date of Birth (DD/MM/YY) Age as on closing date for submission of application i.e. as on 13.05.2024 <b>Upper age limit: 28</b>				
10. Nationality				
11. Gender: (Male/Female/Others)				
12. Educational qualification:				
S.No	Qualification	Board/University	Year of Passing	Percentage/CGPA

13. Experience				
Name of Institution	Designation	Nature of performance	Period of service	
			From	To
14.	Knowledge of Indian/ Other Languages	To Read	To Speak	To Write
15. How do you consider yourself suitable for this post?				
16. Any other information, you wish to add:				
17. I declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that 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.				
Place				
Date				
	Signature of the Candidate			

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