



**KALAKSHETRA FOUNDATION**  
**An Institution of National Importance**

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

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Invites applications for engagement of **two Consultants** in Rukmini Devi College of Fine Arts, 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 job profile of the Consultants includes Admission Related works(including fees related work), Students requests, attendance of students, contract staff related works, liaison with eminent faculty/scholars, works relating to day to day running of RDCFA, scholarship work, foreign students requirements, syllabus related work, Academic Committee, all exam related work (including fees related work), Convocation works, Functions/festivals of the College, Faculty service requests etc. and another work assigned by the Registrar/Principal RDCFA.

**Eligibility—**

- (i) Must be a Graduate in any discipline
- (ii) Persons retired from/**or** having at least 10 experience in working in Government Colleges/Govt. aided Colleges/ Universities including Deemed Universities in a supervisory capacity in Admission Section/Academic Section/Examination Section are eligible to apply for the position of Consultants.
- (ii) Should have very good communication skills, knowledge of Computer applications such as MS Word, MS Excel, and experience in Campus Management Software
- (iii) Good drafting/noting skills, good service record (copy of APARs/CRs /Performance appraisal report of last three years to be enclosed with the application if available)
- (iv) Age Limit: Not exceeding 63 years of age as on the closing date for receipt

of applications

- (v) Remuneration: May range from Rs.35,000 – Rs.45,000 per month exclusive of TDS
- (vi) Paid leave of absence will be allowed at the rate of 1 day for each completed month of service shall be allowed with no carry forward to the extended year of contract, if the contract is extended beyond one year.
- (vii) The consultant appointed shall not utilize or publish or disclose or part with to third party any data, statistics or proceedings or information gathered during the course of assignment in KF without the written consent of Director, KF.
- (viii) The Consultant shall have to work as per the working hours of RDCFA as prescribed (i.e. 8.30 am to 4.30 p.m.) with half-a-day working on 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> Saturday in a month. However, depending upon the exigency of work, he/she may be required to come early or sit late to complete the time bound work or attend office on Holidays for which no extra remuneration or fee would be payable.
- (ix) Rights of KF : KALAKSHETRA FOUNDATION RESERVES THE RIGHT TO CANCEL AND NOT TO PROCESS THE MATTER FOR ENGAGEMENT OF CONSULTANT/ALTER THE ELIGIBILITY CRITERIA AT ANY STAGE WITHOUT GIVING ANY REASON WHATSOEVER
- (x) Termination of engagement: KF may terminate the services of the Consultants if :
  - a. The consultant is unable to accomplish the assigned works
  - b. Quality of the accomplished work is not to the satisfaction of office or the consultant fails in timely achievement of the milestone decided by KF.
  - c. The Consultant lacks honesty and integrity
  - d. The information furnished by the candidate is found false
  - e. The Consultant attains 65 years of age
  - f. The contract can also be terminated by either side by giving notice in writing to the consultant or consultant giving notice in writing one month in advance.
  - g. The consultant shall not claim any benefit/compensation/ absorption/ regularization of service with KF under the provisions of Industrial disputes Act, 1947 or Contract Labour (Regulation and Abolition) Act,

1970.

**PL. NOTE : KALAKSHETRA FOUNDATION RESERVES THE RIGHT TO RELAX ANY CONDITION IN RESPECT OF DESERVING CANDIDATES.**

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

**COVER TO BE SUPERSCRIBED AS : CONSULTANT (RDCFA)**

Last date for receipt of applications: **03.07.2024**



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

Application for the post of Consultant (RDCFA) on contract  
(Please strike out whichever is not applicable)

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				
10. Nationality				
11. Gender				
12. Educational qualification:				
S.No	Qualification	Board/University	Year of Passing	Percentage/CGPA

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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 in a College/Admission related works/Academic Section/Exam related works	
ii)	Computer skills	

15.	Knowledge of Indian Languages	To read	To Speak	To Write

16. How do you consider yourself suitable for this post?

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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.