



KALAKSHETRA FOUNDATION

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

RECRUITMENT TO THE POST OF ADMINISTRATIVE OFFICER ON DEPUTATION

Applications are invited from suitable candidates fulfilling the criteria in all respects for filling the following post in Central Office, Kalakshetra Foundation on deputation basis:-

Name of Post	Pay Level	No. of posts	Age Limit
Administrative Officer (Group B)	Pay Level 7 (Rs.44900-142400) of VII Pay Commission Pay Matrix	1 (One)	Not exceeding 56 years as on 27-10-2025 (Monday).

The responsibilities attached with the post of Administrative Officer in Central Office, KF are as follows:

1. AO is in charge for the Administration Section of Central Office and the post carries responsibilities for all administration and Establishment matters of the Foundation. AO should have experience in administration and accounts matters, noting & drafting skills to handle the responsibilities of the post.
2. **General Duties:** (1) Distribution of work among the staff as evenly as possible, (2) Training, helping and advising the staff, (3) Management and co-ordination of the work, (4) Maintenance of order and discipline in the Unit, (5) Maintenance of a list of residential addresses of the Staff.
3. **Responsibilities relating to receipts:** (1) to go through the receipts, (2) to submit receipts which should be seen by the Controlling Officer or higher officers at the dak stage, (3) to keep a watch on any hold-up in the movement of dak, and (4) to scrutinize the Unit diary once a week to know that it is being properly maintained.
4. **Responsibility of efficient and expeditious disposal of work and checks on delays:** (1) to keep a note of important receipts with a view to watching the progress of action, (2) to undertake inspection of Subordinates' table to ensure that no paper of file has been overlooked, (3) to ensure that cases are not held up at any stage, (4) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
5. **Independent disposal of cases:** (1) Take action independently on the following types of cases, (2) issue of reminders, (3) obtaining or supplying factual information of a non-classified nature (4) any other action which a unit in-charge is authorized to take independently.

6. **Duties in respect of recording and indexing:** (1) to approve the recording of files and their classification, (2) to review the recorded file before destruction, (3) to order and supervise periodic weeding of unwanted spare copies (4) ensuring proper maintenance of registers required to be maintained in the Unit, (5) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date, (6) Ensuring neatness and tidiness in the Unit, (7) Dealing with important and complicated cases himself, (8) Ensuring strict compliance with Departmental Security Instructions.

2. The eligibility criteria for consideration for the post will be as under:-

- Officers holding analogous posts in Central Autonomous Organizations/Statutory Organizations/ recognized research institutions (or) with 8 years regular service in the scale of pay of Rs.5500-175-9000(V Pay Commission Pay Scale) i.e. in Pay Level 6 (Rs.35400-112400) of VII Central Pay Commission Pay Matrix.

3. The maximum age limit for appointment on deputation shall not be exceeding 56 years as on the closing date of receipt of applications i.e. 27-10-2025.

4. Applications complete in all respects, as per the prescribed proforma given in Annexure I to this Notice, should be submitted to Director, Kalakshetra Foundation, Thiruvanniyur, Chennai 600 041 so as to reach by 5.30 p.m. on 27-10-2025. It may be ensured that necessary documents viz. cadre clearance, vigilance clearance, copy of APARs (for the last five years viz. 2020-21 to 2024-25) are invariably sent through proper channel. Incomplete applications or applications received after the last date will be summarily rejected.

5. The cover containing the application should be clearly superscribed as "Application for the Post of Administrative Officer, Kalakshetra Foundation".

Director
Kalakshetra Foundation

KALAKSHETRA FOUNDATION

(An autonomous organization under the Ministry of Culture, Government of India)

**Application for the post of
ADMINISTRATIVE OFFICER ON DEPUTATION
Kalakshetra Foundation**

Please paste a recent
passport size
photograph

1	Name of Applicant (in Block letter)	
2	Address for Communication	
3	Mobile No.	1. 2.
4	Office where presently working (with nature of employment)	Regular / Adhoc / Deputation*
	*In case the present employment is held on deputation, whether NOC obtained from the cadre for applying for this post	Yes / No
5	Email Address	
6	Date of Birth (DD/MM/YYYY)	
7	Age as on closing date (27-10-2025)	
8	Date of Joining Government service	

9	Date of Retirement under Central Government			
10	Educational Qualification			
11	Service to which you belong			
12	Please indicate which of the qualifications do you possess			
	(a) Holding analogous post on regular basis in Pay Level 7 of VII Central Pay Commission Pay Matrix (or)			
	(b) Possessing 8 years' service in the grade rendered after appointment thereto on a regular basis in posts in Pay Level 6 of VII Pay Commission Pay Matrix			
	(c) Possessing 10 years' experience in a supervisory cadre in a Central/State/Autonomous body or PSU			
	(d) Possessing knowledge of Central Government rules and regulations and knowledge of accounts			
13	Please state whether in the light of entries made by you above, you meet the requirement of the post	Yes / No		
14	Details of employment in chronological order			
	Name of Office/Organisation <i>(Central/State Govt/University/Research Institution/PSU/Statutory organization / Autonomous Organisation)</i>	Post held (ad hoc /regular / deputation)	Period of Service	Nature of Duties performed

15	Present Pay Level and total emoluments drawn per month	
16	Additional information, if any, which you would like to mention in support of your suitability for the post	
17	Whether belongs to SC/ST/OBC	
18	Remarks, if any	

Place

Signature of Candidate

Date

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

Certified that the particulars furnished by Shri/Smt/Ms _____ are correct and he/she possesses the qualifications and experience mentioned in the vacancy circular.

Also certified that:

- 1) There is no vigilance or disciplinary case pending / contemplated against Shri/Smt _____
- 2) His/ Her integrity is certified
- 3) The photocopies of the APARs for the last 5 years are enclosed
- 4) That no major/minor penalty has been imposed on the applicant in the last 10 years
- 5) 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