



KALAKSHETRA FOUNDATION

(An autonomous body under the Ministry of Culture, Government of India)
Thiruvannamiyur, Chennai 600041

Applications are invited by Kalakshetra Foundation from suitable candidates for filling the post of Registrar, Rukmini Devi College of Fine Arts, Kalakshetra Foundation on contract basis for a period of one year, extendable on year-to-year basis subject to satisfactory performance of the candidate during the period of contract.

2. The qualifications required for the position are as under:

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| Essential Qualifications | <p>a) Officers retired from the post of Registrar/ Joint Registrar / Deputy Registrar of Universities, Deemed University or similar higher educational institutions.</p> <p>b) Retired Officers of Central / State Government, Union Territories, Autonomous bodies / Statutory Organizations / PSUs/ institutions under Central / State Governments who held posts on regular basis at pay level 7, or with 8 years of regular service in pay level 6 of VII Central Pay Commission Pay Matrix or equivalent</p> |
| Experience | Administrative experience in a supervisory capacity for 20 years and above. Preference will be given to the administrative work experience in a higher educational institution at the level of Registrar / Joint Registrar / Deputy Registrar. |
| Desirable | Knowledge of Fine Arts and Hindi |
| Duties of the post | <ul style="list-style-type: none">• Supervision and monitoring the works of subordinate staff.• Monitoring attendance and punctuality of staff and faculty.• Monitoring attendance of students and notifying parents of long absence• Arranging, coordinating staff meeting of the College and preparation of minutes• Ensuring necessary arrangements for workshops, lecture demonstrations and mentorship programmes• All examination related works such as issue of circulars, examination schedule, question paper setting, answer script collection, mark-list preparation, student performance and report card maintenance.• Issuing no dues certificates to students before examination, hall ticket issue, arrangement of external examiners, |

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| | <p>processing for payment, monitoring Theatre Examination activity, etc.</p> <ul style="list-style-type: none"> • Convocation preparation, printed mark list preparation, issuing of Diploma/Post Diploma certificate. • (ix) Any other work as may be assigned by Director and Principal from time to time. |
| Age as on closing date | Not exceeding 63 years |
| Remuneration | <p>The remuneration will be regulated as per the Ministry of Finance OM No.3-25/2020-E.IIIA dated 09.12.2020 as under:</p> <ul style="list-style-type: none"> ▪ remuneration will be a fixed monthly amount, arrived at after deducting the basic pension (before commutation) from the last pay drawn. It will remain unchanged throughout the period of contract. No annual increment, or allowances like DA, HRA etc. will be allowed. ▪ Transport Allowance, as was applicable at the time of retirement shall be allowed. No DA on Transport Allowance is allowed. ▪ On official tours, the retired Officer shall be allowed TA/DA, as per their entitlement at the time of retirement. |
| Leave | The officer will be eligible for leave @ 1.5 days per completed calendar month. The unused leave will lapse at the end of the period of contract. |

Note:

The competent authority in Kalakshetra Foundation reserves the right to relax the eligibility criteria and other terms and conditions in respect of deserving candidates.

Application may be downloaded and filled in application along with self-attested copies of testimonials/proofs of educational qualifications, age and experience should be sent to the **Director, Kalakshetra Foundation, Thiruvanniyur, Chennai 600041 so as to reach by 20/05/2026.**

Applications received after the closing date will not be accepted.

Candidates may kindly note that the candidature of applicants, whose experience certificate could not be verified with the institution last worked, will be summarily rejected.

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| 8. | Details of Experience (in chronological order) (Total: ____y, ____ m, ____ d (please enclose a separate sheet, if the space given is insufficient) | | | | |
| | Designation | Organisation | Nature of duties | From | To |
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| | | | | | |
| 9 | Please furnish details of administrative experience in a supervisory capacity, if any | | | | |
| 9. | How do you consider yourself suitable for this post? | | | | |
| 10. | Knowledge of Indian languages | | | | |
| | To Speak | | | | |
| | To Read | | | | |
| | To Write | | | | |
| 11 | Any other information you wish to add | | | | |
| DECLARATION | | | | | |
| I do hereby declare that the 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 false or incorrect or ineligibility detected, my candidature will stand cancelled and my claim for the recruitment will stand forfeited. I also understand that my appointment, if selected, is purely on a temporary basis with no claim for any regular appointment. | | | | | |
| | Place | | | | |
| | Date | | Signature of Candidate | | |