



KALAKSHETRA FOUNDATION
Chennai 600041

RECRUITMENT FOR THE POST OF ADMINISTRATIVE OFFICER

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

Name of the post	Administrative Officer (Group B)
Pay Level	Pay Level 7 of VII Pay Commission (Rs 44900 - 142400) Total emoluments (approx.): Rs 90100 p.m.
Number of post (reservation, if any)	One (1) - Unreserved
Age Limit as on 30-3-2026	Not exceeding 45 years
Essential Qualification	(1) Graduate with 8 years regular service in the pay scale of Rs 5500-175-9000 or 12 years service in the pay scale of Rs 5000-150-8000 (V CPC pay scale) equivalent to Pay Level 6 (Rs 35400 - 112400) of 7 CPC pay matrix (2) 10 years' experience in a supervisory cadre in Central/State/Autonomous bodies or PSU (3) Knowledge of central Govt Rules and Regulations (4) Knowledge of accounts
Published in the Employment News	Employment News dated 28 February 2026 - 6 March 2026

The responsibilities attached with the post of Administrative Officer will be as follows:

- 1 Administrative Officer is the in-charge for the Administrative Section of Central Office and the post carries the responsibilities for all administration and establishment matters of Foundation. The AO should have experience in administration and accounts matter, noting and drafting skills to handle the responsibilities.

- 2 General Duties: (1) Distribution of work among the staff as evenly as possible, (2) Training, helping and advising the staff, (3) Management and coordination 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 dam stage, (3) to keep a watch on any hold up in the movement of dad, and (4) to scrutinise 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 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 incharge is authorised 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 (8) ensuring strict compliance with Departmental Security Instructions.

2.1 Date of Birth filled by the candidate in the application form and as recorded in the Matriculation /Secondary Examination Certificate will only be accepted by Kalakshetra Foundation for determining the age. No subsequent request for change will be considered or granted.

2.2 The candidates, who are called for Documents Verification, will be required to bring and produce in original the relevant academic certificates such as Mark Sheets for all years / semesters of Diploma / Graduation / provisional Certificate / Diploma Certificate as proof of having acquired the minimum Educational qualification on or before the cutoff date, failing which his/her candidature will be cancelled. It is reiterated that the result of requisite educational qualification must have been declared by the Institute/University before the closing date of this recruitment.

3. How to Apply

Candidates should submit their duly filled-in application in the prescribed proforma as given in **Annexure - I**.

The application should be filled in with blue/black ball point pen and cover containing the application should be superscribed as '**Application for the post of Administrative Officer in the Central Office, KF**'. One passport size photograph to be affixed in the application form and one more photograph to be provided separately for affixing in call letter.

Candidates should ensure that the application along with self-attested copies of the testimonials are sent by post so as to reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai - 600041 by 05.30 p.m. on 30-3-2026(Monday). Applications received after the closing date shall be summarily rejected.

4. General Instructions to the candidates

(a) Kalakshetra Foundation reserves the right to cancel, restrict or modify the recruitment process, if need so arises, without assigning any reason. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of test and reason for not being called for test.

(b) The number of vacancies as indicated in the notification may vary depending upon the vacancies exists at the time of final selection.

(c) Mere fulfilment of eligibility criteria does not entitle any right for selection. Only shortlisted candidates will be called for written test/ skill test.

(d) Canvassing in any form will be a disqualification.

(e) All improper applications, and applications received without self-attested copies of documents mentioned above will be summarily rejected.

(f) Applications received after the closing date will be rejected.

(g) Success in the examination confers no right of appointment unless the Kalakshetra Foundation is satisfied, after such enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the service /post.

(h) Resolution of Tie Cases

In the event of a tie in the scores of candidates in combined score of written test and skill test, merit will be decided by applying the following criteria, one after another in the given order till the tie is resolved:

1. Date of birth, with older candidate being placed higher.
2. Alphabetical order in which the names of candidates appear.

5. Action against candidates found guilty of misconduct

If any candidate is found to indulge in any of the malpractices in any stage of examination, their candidature for this examination will be cancelled and they will be debarred from the recruitments of KF.

6. KF's decision is final

The decision of the KF will be final and binding on the candidates in all matters relating to eligibility, acceptance/rejection of the applications, penalty for false information, mode of selection ,conduct of examination(s) and final selection no enquiry / correspondence will be entertained in this regard.

7. Court's Jurisdiction

Any dispute in regard to the recruitment will be subject to courts/tribunals having jurisdiction in Chennai.

8. Travelling Allowance

No travelling allowance is payable to the candidates for attending the written test. If the recruitment procedures extend beyond one day, candidates will have to make their own arrangements for their stay at Chennai.

9. Scheme of Examination

The scheme of examination consisting of objective/descriptive type and syllabus of the examination for Administrative Officer (AO) shall be subsequently uploaded in the website of Kalakshetra Foundation.

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

Application for the post of
ADMINISTRATIVE OFFICER, CENTRAL OFFICE - (UR)
in Kalakshetra Foundation, Chennai

Please paste a
recent passport size
photograph

1	Name of Applicant (in Block letter)			
2	Category			
3	Mother's Name			
4	Father's Name			
5	Address for Communication			
6	Mobile No. (Please give alternate mobile number also for communication)	1. 2.		
7	Email Address			
8	Aadhar Number (Optional)			
9	PAN			
10	Date of Birth (DD/MM/YYYY)			
11	Age as on closing date (30-3-2026)			
12	Nationality			
13	Gender			
14	Educational Qualification (Starting from Matriculation / Class X) (Please strike out columns not applicable to the post)			
		Year of Passing	Marks % / CGPA	Name of Board/University
	Class X			
	Class XII			

	Graduation				
	Post-Graduation				
	Others				
15	Knowledge of Indian languages	To Speak			
		To Read			
		To Write			
16	Experience in Central/State/Autonomous Bodies/PSUs	No. of Years :			
	Name of Office	Post held (Pay Level)	From	To	Nature of duties with brief details of work done
17	Do you possess knowledge of Central Government Rules and Regulations/Accounts	Yes / No			
18	Do you possess 10 years' experience in a supervisory level (Details may be attached)	Yes / No			

DECLARATION

I hereby declare that all statements made in this application form 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 any ineligibility being detected before or after the examination, my candidature/appointment is liable to be cancelled.

Place**Signature of Candidate****Date**

CHECK LIST

S. No.	Document to be submitted	Yes / No / NA
1	Application form with recent passport size photo (Pl. Check whether all columns have been filled in and signed by the applicant)	Yes/No/NA
2.	One passport size photo (extra) in a cover	Yes/No/NA
3	Copy of Aadhar	Yes/No/NA
4	Proof of all educational qualifications mentioned in the Application	Yes/No/NA
5	Proof for age	Yes/No/NA
6	Testimonials for teaching/working experience	Yes/No/NA
7	Caste Certificate if age relaxation is claimed	Yes/No/NA
8	Certificate of disability if age relaxation is claimed for Physically challenged.	Yes/No/NA
9	Other relevant certificates/testimonials regarding essential qualification and desirable qualification	Yes/No/NA
10	Relevant document for provision of a scribe, if required.	Yes/No/NA