



**KALAKSHETRA FOUNDATION**  
(An Autonomous body under the Ministry of Culture, Government of India)  
Thiruvanmiyur, Chennai 600041

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**Recruitment to the post of Chief Accounts Officer**

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 the post	Pay Level as per 7th CPC	No. of post	Age Limit
Chief Accounts Officer  (Group B)	Level - 7 of VII CPC Pay Matrix (Rs.44900-142400)  Previously Rs 7450-225 11500- (V Central Pay Commission (CPC))	1 (One)	Not exceeding 56 years as  on 30-03-2026 (Monday)

2. The responsibilities attached with the post of Chief Accounts Officer in Central Office are as follows:

1. Preparation of annual accounts and related accounts and placing them in the Finance Committee and Governing Board meetings for approval.
2. Handling the accounts of Festival of India and correspondence with the Ministry and participating organizations.
3. Preparation of Budget estimates and Revised estimates as a whole for Kalakshetra Foundation.
4. Drafting norms on financial matters.
5. Preparation of outcome budget and Memorandum of Understanding signed with the Ministry of Culture every year.
6. Furnishing Utilization Certificates for the grants received during the year.
7. Handling accounts audit and transaction audit and the replies to the audit reports.

8. Attending ATN on audit paras.
  9. Periodical accounts inspection of the units of Kalakshetra Foundation.
  10. Central Public Information Officer under the RTI Act for the organization.
  11. To ensure deduction and remittance of Provident Fund contribution to EPFO/NPS.
  12. Management of financial reporting, cash flow and financial statement.
  13. Release of all payments (including checking of vouchers & payments).
  14. Payment and recovery of advances paid to outside parties' / staff members.
  15. Act as Drawing & Disbursing Officer.
  16. Release of Foreign Exchange.
  17. Inter branch payment adjustment and reconciliation thereof.
  18. Allocation of Budget to various units.
  19. Preparation of agenda items FC meetings relating to Accounts Section and follow up thereon.
  20. Maintenance and monitoring of Project Accounts.
  21. Ensure deduction of tax from the payments made to contractors and of tax to the Income Tax Authority.
  22. Ensure amount/fund received from Government/other agencies are properly accounted for.
  23. Any other duty/responsibility that may be assigned by the Director.
3. The eligibility conditions prescribed for filling the post on deputation are as follows:

Officers of Indian Audit and Accounts Department/ ICAD (Civil Accounts Department) or any organized Government Department / Service holding analogous posts or having 5 years regular service in the scale of pay of Rs. 5500-175-9000 (V CPC) i.e. Pay Level 6 – Rs.35,400-1,12,400 of VII CPC and passed Section Officer's Grade (SOG) examination.

Maximum age limit for appointment on deputation shall be not exceeding 56 years as on the last date of receipt of application.

A proposal for upgrading the pay scale of the post has been sent to Ministry of Culture and communication of approval of Ministry of Finance is awaited. [ *In the past, pay protection for the Officers officiating in higher pay scales have been accorded with the approval of Governing Board of Kalakshetra Foundation, Chennai.* ]

Application complete in all respects in the prescribed proforma available at [www.kalakshetra.in](http://www.kalakshetra.in) should reach Kalakshetra Foundation, Chennai 600041 by post. Application along with copy of all relevant documents viz. cadre clearance, vigilance clearance, copy of APARs (for the last five years) routed through proper channel, should reach **The Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041 by 30th March 2026 (5.30 p.m.)**. Incomplete applications or applications received after the last date will stand rejected.

The cover containing the application should be clearly superscribed “**Application for the Post of Chief Accounts Officer, Kalakshetra Foundation.**”

**Director  
Kalakshetra Foundation**

**KALAKSHETRA FOUNDATION**

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

**Application for the post of  
CHIEF ACCOUNTS OFFICER ON DEPUTATION  
Kalakshetra Foundation**

Please paste a recent  
passport size  
photograph

<b>1</b>	Name of Applicant (in Block letter)	
<b>2</b>	Address for Communication	
<b>3</b>	Mobile No./Alternate Mobile No.	1.  2.
<b>4</b>	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
<b>5</b>	Email Address	
<b>6</b>	Date of Birth (DD/MM/YYYY)	
<b>7</b>	Age as on closing date (30-3-2026)	
<b>8</b>	Date of Joining Government service	
<b>9</b>	Date of Retirement under Central Government	



<b>16</b>	Present Pay Level and total emoluments drawn per month	
<b>17</b>	Additional information, if any, which you would like to mention in support of your suitability for the post	
<b>18</b>	Whether belongs to SC/ST/OBC	
<b>19</b>	Remarks, if any	

Place

Signature of the 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

### **CHECK LIST**

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