



**KALAKSHETRA FOUNDATION**  
**Chennai 600041**

**RECRUITMENT FOR THE POST OF HOUSE MOTHER IN BESANT CULTURAL CENTRE HOSTEL**

Applications are invited from Female Indian citizens for the following post in Besant Cultural Centre Hostel (a Unit of Kalakshetra Foundation), Chennai.

<b>Name of the post</b>	...	House Mother
<b>Classification</b>	...	Group C
<b>Pay Level (Central/State Pay Scale)</b>	...	Rs 18000- 56900 (Pay Level 1 of VII CPC Pay Scales) Total emoluments: Rs 35973/- approx.
<b>Number of post (reservation, if any)</b>	...	Two (2) (UR: 1, OBC: 1)
<b>Age Limit as on 30-3-2026</b>	...	30 years on the closing date  (Upper age limit for OBC candidates would be 33 years on the closing date)
<b>Essential Qualification</b>	...	(i) XII pass  (ii) 5 years' experience in Government of a semi-Government Girls Hostel of a recognized institution  (It is preferred that the House Mother stays in the BCC Hostel in Kalakshetra Foundation premises. If she stays single, boarding and lodging facilities will be provided free of cost.
<b>Published in the Employment News</b>	...	Employment News dated 28 February 2026 - 6 March 2026

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

2.2 Age relaxation: -

Age relaxation is available for candidates belonging to OBC-3 years for the vacancy earmarked for OBC (age relaxation permissible beyond upper age limit).

2.3 Candidates who wish to be considered against reserved vacancy or seek age-relaxation must submit requisite original caste certificate from the competent authority, at the time of document verification. Otherwise, their claim for OBC category will not be entertained and their candidature will be cancelled.

2.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

2.5. All the candidates who are called for documents verification before the written test, will be required to bring and produce in original the relevant academic Certificates such as Matriculation / Secondary Grade mark sheets and 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 Board by the specified date. Mere processing of the result by the board by the cut-off date does not fulfill the EQ requirement.

### **3. How to Apply**

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

The candidate should ensure that they fill in the correct details regarding the vacancy (UR or OBC) they intend to apply.

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 House Mother in BCC Hostel**'. 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, Thiruvannamiyur, 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.
- (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, 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.

## 9. a. Scheme of the Examination:

The written test will be conducted with Multiple choice questions in the subject/topics given below;

Subject	Number of Questions	Maximum Marks	Time allowed
Question set for Combined Higher Secondary level examination being conducted by the Staff Selection Commission etc in English, General Intelligence and Reasoning, Quantitative Aptitude, General Awareness	100	100 (Min. qualifying marks is 60/100 marks)	A cumulative time of 60 minutes (1 hour)

- a. Written test will consist of Objective Type, Multiple choice questions. The questions will be set in English and there will be four options in each question.
- b. The candidate has to tick the correct option in each question with Pen.
- c. Overwriting / ticking more than 1 question/ marking with Pencil will be treated as invalid answer with "0" marks.

- d. There will be no negative marking for wrong answer.
- e. Applicants shortlisted to appear for the written test will be sent a call letter through e-mail/post at least two weeks before the date of the exam.
1. The schedule of examination will be intimated to the candidates through email and will also be placed in KF website. The examination centre will be BASS School / Old Central Office premises in Kalakshetra Foundation, Tiruvanmiyur, Chennai – 600041.
2. There shall be no provision for re-evaluation / re-checking of the scores of any stage of the examination. No correspondence in this regard shall be entertained.

**b. Indicative Syllabus**

**a. English – No. of questions: 25 Total marks:25**

- Sentence correction, Error spotting, fill in the blanks, spelling correction, Reading comprehension, Phrases and idioms, Cloze test, one word substitution, Para Jumbles, Active / Passive, Narrations

**b. General Intelligence and reasoning - No. of questions: 25 Total marks:25**

- .Classification, Analogies, Coding-decoding, Paper folding method, Matrix, Word formation, Venn diagram, Direction and Distance, Blood relations, Verbal reasoning, Non-verbal reasoning, Seating arrangement, Puzzle, Series.

**c. Quantitative Aptitude - No. of questions: 25 Total marks:25**

- Simplification, Interest, Averages, Percentages, Ratio and Proportion, Problem on Ages, Speed Distance and Time, Number system, Mensuration, Data Interpretation, Time and Work, Algebra, Trigonometry, Geometry

**d. General Awareness - No. of questions: 25 Total marks:25**

- Science, Current Affairs, Books and Authors, Sports, Important Schemes, People in news, History, Culture, Geography, Economics, Awards and Honors, Portfolio, Information about Kalakshetra Foundation, The Kalakshetra Foundation Act, Its founder Smt. Rukmini Devi Arundale

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**KALAKSHETRA FOUNDATION**

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

**Application for the post of  
HOUSE MOTHER (BCC HOSTEL) - (UR 1, OBC 1)  
in Kalakshetra Foundation, Chennai**

Please paste a  
recent passport size  
photograph

<b>1</b>	<b>Name of Applicant (in Block letter)</b>	
<b>2</b>	<b>Category</b>	
	<b>Self-attested copy of valid OBC certificate in prescribed format attached</b>	<b>Yes / No</b>
<b>3</b>	<b>Mother's Name</b>	
<b>4</b>	<b>Father's Name</b>	
<b>5</b>	<b>Address for Communication</b>	
<b>6</b>	<b>Mobile No. (Please give alternate mobile number also for communication)</b>	<b>1.</b> <b>2.</b>
<b>7</b>	<b>Email Address</b>	
<b>8</b>	<b>Aadhar Number (Optional)</b>	
<b>9</b>	<b>PAN</b>	
<b>10</b>	<b>Date of Birth (DD/MM/YYYY)</b>	
<b>11</b>	<b>Age as on closing date (30-3-2026)</b>	
<b>12</b>	<b>Nationality</b>	

<b>13</b>	<b>Gender</b>				
<b>14</b>	<b>Educational Qualification (Starting from Matriculation / Class X) (Strike out columns not applicable)</b>				
		<b>Year of Passing</b>	<b>Marks % / CGPA</b>	<b>Name of Board/University</b>	
	<b>Class X</b>				
	<b>Class XII</b>				
	<b>Graduation</b>				
	<b>Post-Graduation</b>				
	<b>Teaching Qualifications</b>				
	<b>Others</b>				
<b>15</b>	<b>Knowledge of Indian languages</b>	<b>To Speak</b>			
		<b>To Read</b>			
		<b>To Write</b>			
<b>16</b>	<b>Experience in Hostel Management</b>	<b>No. of Years :</b>			
	<b>Name of Institution</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Remarks</b>

**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**

<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>