



KALAKSHETRA FOUNDATION
Chennai 600041

RECRUITMENT FOR THE POST OF SUPERINTENDENT IN BESANT CULTURAL CENTRE HOSTEL

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

Name of the post	...	Superintendent (BCC Hostel)
Classification	...	Group C
Pay Level (Central/State Pay Scale)	...	Rs 25500- 81100 (Pay Level 4 of VII CPC Pay Scales) Total emoluments: Rs 53628/- approx.
Number of post (reservation, if any)	...	One (Unreserved)
Age Limit as on 30-3-2026	...	Between 40-50 years
Essential Qualification	...	Graduate with 8 years' experience in Hostel Management having student strength of 250 (It is preferred that the Superintendent, Hostel stays in Kalakshetra Foundation premises; If he/she stays single, boarding and lodging facilities will be provided free of cost; If family accommodation is required, allotment will be made subject to availability)
Published in the Employment News	...	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 All 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 Superintendent 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, 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 forw rittentest / skilltest.

(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 /skill test. If the recruitment procedures, written test /skill test extends beyond one day, candidates will have to make their own arrangements for their night stay at Chennai.

9. a. Scheme of the Examination:

1. 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 Graduate level exam being conducted by Staff Selection Committee etc., in English Comprehension, General Intelligence and reasoning, Quantitative Aptitude, General Knowledge	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.
2. 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.
 3. 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 Comprehension – No. of questions: 25 Total marks:25

- Idioms and Phrases, one word substitution, Sentence correction, Error spotting, fill in the blanks, spelling correction, Reading comprehension, Synonyms-Antonyms, Active-Passive, Sentence Rearrangement, Sentence Improvement, Cloze test

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

- Analogies, Similarities and differences, Problem solving, Analysis, Judgement, Relationship concepts, Arithmetical reasoning, Observation, Discrimination, Visual Memory, Decision Making, Blood relations, Space visualization, Spatial visualization.

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

- Computation of whole numbers, Decimals, Fractions, Relationship between numbers, Profit and Loss, Discount, Partnership business, Time and distance, Time and work, Percentage, Ratio and proportion, square roots, averages, interest, Graphs of linear equations, basic algebraic identities of school algebra and elementary surds, Basic trigonometry, Geometry topics like line, angles, triangles, quadrilaterals, polygons, circles, area volume, height, distance, Basic statistics including probability, Logical reasoning including drawing conclusions from statements and information and analytical reasoning questions

d. General Knowledge- No. of questions: 25 Total marks:25

- India and its neighboring countries especially pertaining to History, Culture, Geography, Economics, Science, Current Affairs , Books and Authors , Sports ,Important Schemes, ,Important Days ,Portfolio, Information about Kalakshetra Foundation, The Kalakshetra Foundation Act, its founder Smt.Rukmini Devi Arundale

KALAKSHETRA FOUNDATION

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

**Application for the post of
SUPERINTENDENT (BCCH) - (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)				
		Year of Passing	Marks % / CGPA	Name of Board/University	
	Class X				
	Class XII				
	Graduation				
	Post-Graduation				
	Teaching Qualifications				
	Others				
15	Knowledge of Indian languages	To Speak			
		To Read			
		To Write			
16	Experience in Hostel Management	No. of Years :			
	Name of Institution	Designation	From	To	Remarks
17	How do you consider yourself suitable for the post?				
18	Any other information you wish to add				

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
Date

Signature of Candidate

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