



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

(An Institution of National Importance)

(An autonomous organisation under the Ministry of Culture, Govt. of India)

RUKMINI DEVI COLLEGE OF FINE ARTS

**RECRUITMENT TO THE POST OF REGISTRAR – RDCFA
ON DEPUTATION / SHORT TERM CONTRACT**

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

Name of the post & Group	Scale of pay	No. of posts	Age limit
Registrar, RDCFA Group - B	Pay Level 7 in 7th CPC pay matrix (Rs.44,900 Rs.1,42,400)	1	40 Years

2. The responsibilities attached with the post of Registrar, RDCFA are as follows:

- a) Supervision and monitoring the works of subordinate staff.
- b) Monitoring attendance and punctuality of staff and faculty.
- c) Monitoring attendance of students and notifying parents of long absence.
- d) Arranging, coordinating staff meeting of the College and preparation of minutes.
- e) Ensuring necessary arrangements for workshops, lecture demonstrations and mentorship programmes.
- f) 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.
- g) Issuing no dues certificates to students before examination, hall ticket issue, arrangement of external examiners, processing for payment, monitoring Theatre Examination activity, etc.

h) Convocation preparation, printed mark list preparation, issuing of Diploma/Post Diploma certificate.

i) Any other work as may be assigned by Director and Principal from time to time.

3. The eligibility criteria for the post will be as under :

- **Eminent artists/private persons** fulfilling the essential qualifications as well as having the desirable qualifications, as applicable to a Registrar / Lecturer (Bharatanatyam or Carnatic Music) level appointee in a Central/State Government institutions
- Officers holding analogous posts in Central/State Government institutions (or) a Lecturer in Bharatanatyam or Carnatic Music with 8 years experience in a reputed institution with qualification as required for the post of Lecturer, i.e. Pay Level 15 of Tamil Nadu Government State Pay Scales (Rs 36,200-1,14,800), or equivalent level.
- **Essential Qualifications:** (a) Class X passed, (b) Diploma or Post Diploma in Bharatanatyam or Carnatic Music holder from a recognised institution in the particular field, (c) should have a minimum of 8 years experience in the field.
- **Desirable Qualifications:** (a) Knowledge of South Indian languages and Hindi

4. Based on the scrutiny of applications, candidates who fulfil the essential qualifications in all respects as per the parameters of this notice will be shortlisted and such shortlisted candidates may be called for interaction with the selection committee.

5. Applications complete in all respects as per the prescribed proforma as given in Annexure - I to this notice should be submitted to Director, Kalakshetra Foundation, Thiruvannamipur, Chennai – 600 041 so as to reach by 05.30 p.m. on 23.11.2026. The cover containing the application should be clearly superscribed as “**Application for the post of Registrar, Rukmini Devi College of Fine Arts, Kalakshetra Foundation**”.

6. In case of serving officials, it may be ensured that necessary documents viz., cadre clearance, vigilance clearance, copy of APARs (for last five years) are invariably sent through proper channel. Incomplete applications or applications received after the last date or through email will be summarily rejected.

Director
Kalakshetra Foundation



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Affix recent
colour
Photograph
of the
candidate

**Application for the post of Registrar, Rukmini Devi College of Fine Arts
(Deputation / Short term contract)**

	Applicant Type	On Deputation	On Short Term Contract	
1.	Name (in BLOCK letters)			
2.	Address for communication			
3.	Date of Birth (in Christian era)			
4.	Mobile No./Alternate Mobile No.	Mobile 1: Mobile 2:		
5	Post and Office from which retired			
	PPO Details			
	Presently working with			
6.	Email ID			
7.	Educational Qualification (Beginning with Graduation)	(photo copies to be enclosed)		
	Level	Year of Passing	University	% of Marks

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
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 the Candidate	