

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

Appointment of Consultants on contract basis

Kalakshetra Foundation invites applications for engagement of consultants on contract basis for a period of one year. Interested persons may apply in the prescribed format attached, supported by attested copies of testimonials, to the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai-600 041, to reach on or before 15 days from the date of publication. The details of consultancy areas are as under –

**I Consultant (Administration)**

- (i) Graduate from a recognized university
- (ii) Experience in the area of administration in Government departments or Central Government Autonomous Bodies or similar offices
- (iii) Should be able to draft communications in English independently
- (iv) Good knowledge of MS Word and English typing
- (v) Officers retired from Central Government departments/Central Autonomous Bodies will be preferred.

Age Limit: Not more than 62 years as on the closing date of receipt of applications.

Remuneration: Rs.30, 000/- per month (Consolidated inclusive of TDS)

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**II Consultant (Administration)**  
**Consultant (Theatre Management)**

**Eligibility Criteria**

- (i) Degree from a recognized university with at least two years of working experience in the field of arts management.
- (ii) Excellent communication and drafting skills in English
- (iii) Knowledge in the field of art and culture
- (iv) Working knowledge of Tamil

**Job Profile**

- (i) Upkeep and maintenance of the performing spaces of Kalakshetra Foundation
- (ii) To coordinate with outside organizations for renting out Kalakshetra performing spaces
- (iii) To coordinate with various organizations for marketing Kalakshetra repertory
- (iv) To maintain calendar of events for each year
- (v) To maintain a register of performing space booking for its events, collaborative events and hiring to outside organization.
- (vi) To maintain all the necessary records/files for all the works being carried out in theatres.

(vii) To coordinate with organizers, in-house technicians for sound and lighting arrangements in the performing spaces.

**Age Limit**

Not more than **40** years as on the closing date of receipt of applications.

**Remuneration** - Rs.30, 000/- (Rupees Thirty thousand only) inclusive of TDS per month

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**III Consultant (Administration)  
Consultant (Theatre Management Consultant (Research Library Project)**

**Eligibility Criteria**

- (i) Diploma/degree in Library science with at least two years' experience
- (ii) Excellent communication and drafting skills in English
- (iii) Knowledge in the field of art and culture
- (iv) Working knowledge of Library software
- (v) Working knowledge of Tamil

**Job Profile**

- I. To develop and manage convenient, accessible library and information services.
- II. To purchase new books/CDs/DVDs and maintain records for payment of invoices.
- III. To perform cataloguing and classification of print, audio-visual and electronic resources
- IV. To Develop and maintain special indexing systems and files for special collection
- V. To ensure an accurate inventory of books and efficient retrieval by library users.

**Age Limit**

Not more than 62 years as on the closing date of receipt of applications.

**Remuneration:** Rs.20, 000/- (Rupees Twenty thousand only) inclusive of TDS per month.

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**IV Consultant (Administration)  
Consultant (Theatre Management Consultant (Research Library Project)**

**Consultant (Documentation)**

**Eligibility Criteria**

- (i) Bachelor Degree from a recognized university along with 3 years of experience in a relevant field
- (ii) Good working knowledge of English
- (iii) Familiarity with the audiovisual field, preferably audiovisual archiving
- (iv) Knowledge of computers with specific reference to database management systems
- (v) Technical capability in dealing with the software application developed for the NCAA project

### **Age Limit**

Not more than 62 years as on the closing date of receipt of applications.

### **Remuneration**

A consolidated pay of Rs.25, 000/- (Rupees Twenty-five thousand only) inclusive of TDS per month

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## **V IV Consultant (Administration)**

### **Consultant (Theatre Management Consultant (Research Library Project)**

### **Consultant (Documentation)**

### **Laboratory Attendant**

- (i) X Standard
- (ii) Three years' experience of working a Laboratory
- (iii) Preference will be given to Graduate from a recognized university preferably in B.Sc., Chemistry

Age Limit: Not more than 62 years as on the closing date of receipt of applications.

**Remuneration** - Rs.9, 000/- per month (consolidated)

### **Terms and conditions of engagement of consultants:**

Terms and conditions of employment:

- (i) Eligible for 12 days' casual leave in a calendar year and will be allowed on pro-rata basis. Un-availed leave cannot be accumulated or carried forward to next year. Leave availed in excess will entail loss of pay.
- (ii) Other than the consolidated pay and casual leave no other benefit is available
- (iii) Since the appointment is made on purely temporary basis this will not confer any right or claim on any future vacancy/appointment.
- (iv) Services are liable to be terminated at any time without assigning any reason there for.
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**PROFORMA FOR APPLICATION FOR THE POST OF .....**

1. Name and address (in Block letters):

2. Date of Birth (In Christian era):

3. Educational Qualification:

a) Academic Qualification:

(Xerox copies to be enclosed)

b) Technical Qualification:

(Xerox copies to be enclosed)

Affix self-  
passport size  
photograph

4. Details of Experience (Chronological order):

5. Languages known:

6. Any other information:

7. Mobile No. & email ID :

**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 all claims for the recruitment will stand forfeited. I also understand that in case of selection, the appointment is purely on temporary basis with no opportunity/claim for regular appointment.

Place:-

Date:-

Signature of Candidate

Address:.....