



Applications are invited for the position of **Office Staff** in Rukmini Devi College of Fine Arts, Tiruvanmiyur, Chennai, purely on contract basis.

Designation	No of Post	Essential Qualification	Additional Qualification	Age	Salary
RDCFA – Office Staff	One (On contract basis initially for a period of one year further extendable as per requirement).	(a) Degree form recognized University. (b) Knowledge of MS Office and Tally with good Communication Skills.	2 years' experience as admin staff	25 years to 40 years	Rs. 20,000 to 25,000 (to be determined based on the experience)

Candidates having desired qualification need to apply in the prescribed application format attached. Application should reach the Director, Kalakshetra Foundation, on before **21 March 2025**.

Mode of Selection: Eligible applicants have to appear for an **interview** before the selection committee, along with the filled up application and with all the testimonials.

Kalakshetra Foundation reserves the right to cancel or alter the number of vacancies and the right to relax the qualification and other criteria for deserving candidates.

Kalakshetra Foundation
(An autonomous body under the Ministry of Culture, Govt. of India)
Thiruvanmiyur, Chennai 600 041.

Application for the post of..... on Contract basis.

1. Applicant's Name (in Block letter)	Pl paste a recent passport size photograph			
2. Mother's name				
3. Father's Name				
4. Address for communication				
5. Mobile No				
6. Email Address				
7. PAN Number (optional)				
8. Aadhar Number (optional)				
9. Date of Birth (DD/MM/YY) Age as on closing date for submission of application				
10. Nationality				
11. Gender: (Male/Female/Others)				
12. Educational qualification:				
S.No	Qualification	Board/University	Year of Passing	Percentage/CGPA

13. Teaching Experience				
Name of Institution	Designation	Nature of performance	Period of service	
			From	To
14,	Your Specialization in/ subjects you wish to take :			
15.	Knowledge of Indian Languages	To Read	To Speak	To Write
16. How do you consider yourself suitable for this post?				
17. Any other information, you wish to add:				
18. I declare that all statements made in this application 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 ineligibility detected before or after the examination, my candidature/appointment is liable to be cancelled and my all claims for the recruitment will stand forfeited.				
Place				
Date				
	Signature of the Candidate			