



KALAKSHETRA FOUNDATION

(An Autonomous body under the Ministry of Culture, Government of India)

Thiruvanmiyur, Chennai 600041

Recruitment to the post of Senior Consultant (Administration)

The Kalakshetra Foundation (KF) an Institution of National Importance is an autonomous body under Ministry of Culture, Govt. of India. KF requires the services of the retired Central Government Officers who have retired from a post not below the rank of Under Secretary to Govt. of India to work as

Consultant (Administration) – One position.

1. Requirements:

- i) Central Government officers retired from the rank of Under Secretary and have excellent service records and physically fit
- ii) The candidate should hold a degree from a recognized university
- iii) The candidate should have good noting and drafting skills and be able to work on computers.
- iv) The candidate should have good knowledge of Government rules, regulations and office procedures.
- v) Age should not exceed 62 years on the date of closure of application.
- vi) A Retired Officer who has worked in headquarters of Ministries/ DoPT conversant with Ministries working procedure and latest GoI orders/all rules specially recruitment rules /procedures is preferable.
- vii) The consultant to be appointed should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his area of work.

2. Selection:

Selection will be made on the basis of the performance in the interview.

3. Remuneration:

The remuneration as per the Ministry of Finance's OM No. 3-25/2020-E.IIIA dated 9.12.2020 will be as follows:

A fixed monthly amount as arrived at by deducting the basic pension (before commutation) from the pay drawn at the time of retirement. This amount fixed will remain unchanged during the entire period of contract and no annual increment will be drawn. No DA and HRA will be allowed. The transport allowance shall be allowed not exceeding the rate applicable at the time of retirement shall be allowed which will remain unchanged during the period of contract. The retired Officer appointed shall be allowed TA/DA on official tour, if any, as per their entitlement at the time of retirement.

4. Leave of absence

Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed.

5. Scope of Work

The main duties involve

- (i) Assistance to the Director, Kalakshetra Foundation in all matters relating to administration.
- (ii) Assistance in drafting of rules and regulations, matters relating to board meetings
- (iii) Assistance in drafting notes, proposals, cases etc. on various matters pertaining to ongoing activities
- (iv) the work of officer on special duty in the office of Director like coordination with other institutions/persons regarding projects, proposals, MoU
- (v) To provide consultancy with regard to vigilance matters, RTI, CCS (CCA) rules, CCS(Conduct) Rules, complaints received and public grievances.
- (vi) To render assistance in legal matters

- (vii) To advise regarding procurement procedures and drafting of tenders
- (viii) To advise in setting up administrative systems of general nature and oversee recruitment and administrative processes
- (ix) Any other matter that may be assigned by the Director, KF from time to time.

6. General conditions

- a) A retired government official appointed as a consultant shall continue to draw pension and DA on pension during the period of his engagement as a consultant if eligible. His engagement as consultant shall not be construed as a case of re-employment.
- b) No retired Govt. servant shall be eligible for appointment as a consultant unless there is a gap of 15 days between his retirement and appointment as consultant.
- c) The consultant shall abide with contract agreement, general conduct rules and information security act and other restrictions applicable to Govt. employees.
- d) During the period of consultancy, he shall not be engaged in any private business or professional activity which could be in conflict with the interest of the Government. The consultant will observe the office timings, holidays of Kalakshetra Foundation.
- e) Initially the appointment will be for a period of one year and may be extended, keeping in view the performance. It may be noted that the engagement of Contractual staff will be of a temporary nature and the engagement can be cancelled at any time by Kalakshetra Foundation, by giving a month's notice, without assigning any reason.
- f) Headquarters of the consultant shall be Chennai and in case he/she is required to perform journey/tour in connection with official duties, his/her TA/DA entitlement shall be as applicable to him/ her at the time of his/ her retirement.

- g) The consultant shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
- h) Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the consultant. No other kind of leave shall be admissible. Accumulation of leave beyond the calendar year shall not be allowed. On termination/ completion of the contract, the consultant shall not be entitled to the benefit of encashment of the un-availed leave.
- i) The consultant will have to undertake not to disclose, divulge or make public, except under legal obligations, any information that he may acquire in course of his/her work without the written consent of Kalakshetra Foundation.
- j) The consultant shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards. The consultant shall also compensate any losses sustained by Kalakshetra Foundation on account of his/her actions/inactions..
- k) The consultant shall abide by the rules and provisions contained in Central Civil Services (Conduct) Rules, 1964 and maintain discipline and absolute integrity in his/her conduct during the period of his/her engagement in KF.
- l) The consultant should maintain confidentiality/absolute secrecy of the work carried out by him/her. He/She shall be bound to hand over all the records/accounts handled by him/her to the designated person of KF before the expiry of the contract period and before final payment is released by KF.
- m) The services of the consultant shall be terminated, at any point of time, if
 - i. the services rendered by him/her are not satisfactory, or
 - ii. any declaration or information furnished by him/her proves to be false or having been willfully suppressed, or
 - iii. there is any breach of any of the terms and conditions of contractual engagement or

- iv. he/she is found to be involved in any act of indiscipline or misconduct or
 - v. he/she is found to be involved in any act that proves unbecoming of him/her; or
 - vi. there is inadequacy of funds from which remuneration is paid. Before terminating the services of the consultant due to any of the reasons mentioned at S. No. (i) to (v), the employee will be given an opportunity to explain himself/ herself.
- n) Notwithstanding what is provided above, the services of a consultant may be terminated by either side by giving a month's notice or a month's salary in lieu of the notice period. If the notice is for a period less than a month, salary in lieu of the notice period will be paid to the extent the notice falls short of a month. The decision of Kalakshetra Foundation in this regard shall be final and binding on the contractual staff.

7. Application has to be made in the prescribed proforma which can also be downloaded from website: www.kalakshetra.in →Links→Others→Vacancies. Application along with copy of all relevant documents viz. Copy of PPO, Retirement order, Certificate/Degree, , Proof of date of birth, identification proof such as Aadhar Card or PAN Card and a recent passport size photograph should reach **The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041, on or before 23.01.2023.** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

8. The cover containing the application should be super scribed “Application for the Post of Senior Consultant (Administration), Kalakshetra Foundation.

Annexure-I

**Application for the position of Senior Consultant
(Administration), on Contract-- Kalakshetra Foundation**

**Affix passport
photo of self**

1. Name in full and address for correspondence (in Block letters): Gender : Male/Female	
2. Mobile No.	
3. Email address	
4. Aadhar Card No.	
5. PAN No.	
6. Date of Birth (In Christian era) and age on the closing date of application	
7. a) The date of initial appointment b) The date of superannuation/retirement	
8.(a)Name of the organisation/office last served with address (b)Designation at the time of retirement/superannuation	
9.Details of departmental exams passed	

10. Educational Qualifications (Degree/Post graduation/diploma courses/certificate courses)	
11. Proficiency in Computers /Experience in Tally software/ working knowledge of PFMS	
12. Please state whether in the light of entries made by you above, you meet the requirement of the post.	

13. Details of employment, in chronological order, enclose a separate sheet, duly authenticated by your signature if the space below is insufficient:

Office/ Organisation	Whether Central Govt./ State Govt./ University/ Res. Institutions/ PSU/ Statutory/ Autonomous Organisation	Post held with Pay Level	Period of service		Nature of appointment (regular/ adhoc/ deputation)	Nature of Duties with brief details of works performed during the appointment
			From	To		

14. Additional details about your previous employment.	
15. Whether you were in VII Pay Commission pay level? If yes, give the date from which the revision took place (Please indicate the pre revised scale, as well)	
16. Pay last drawn at the time of retirement and Basic pension (before commutation) drawn	
17. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
18. Whether belong to SC/ST/OBC	
19. Remarks, if any	

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the Department. I have read this circular and ready to accept all the terms and conditions for engaging on contract basis.

Place:

Signature of Candidate

Date:

Following documents are to be enclosed with the application

1. Identity proof :
2. Proof of address :
3. Copy of PPO :
4. Copy of Proofs of Educational qualifications:
5. Copy of service verification certificate
6. Copy of APARs of last three years

AGREEMENT

ARTICLES OF AGREEMENT made this day of (Two thousand twenty three) BETWEENson/daughter of Shri at present residing at, Here in after referred to as party of the first part) and the Kalakshetra Foundation (HEREINAFTER CALLED “KF”) of the second part represented by its Director,

WHEREAS it has been agreed between the parties that the party of the first part shall be appointed as the in the with effect from the afternoon of For a period of years or until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS;

1. The KF has agreed to engage the party of the first part and the party of the first part has agreed to serve the KF as in the with effect from the afternoon of of a period of years or until further orders on contract basis on the terms and conditions herein contained. The party of the first part shall submit himself to the orders of the KF and of the officers and authorities under whom he may from time to time be placed by the Government and shall remain in the service subject to the provisions herein contained.
2. The party of the first part shall devote his whole time to his duties and shall, whenever required, proceed to any part in or outside India and perform such duties as may be assigned to him by KF.
3. The appointment of the party of the first part as in the shall continue for a period of years or until further orders of the KF, subject to the provisions contained in the following clause 4.
4. The service of the party of the first part may be terminated by giving one calendar month notice in writing any time during the terms of the appointment under this agreement either by the party of the first part to the KF or by the KF or its authorized officer to the party of the first part without assigning any reasons whatsoever.
5. The party of the first part shall, from the forenoon/afternoon received a pay of Rs. (Rupeesonly) minus pension and ad-hoc relief grants, if any, paid or payable by the Central or State Government to the party of the first part subject to the condition that the pay plus pension should not exceed Rs. The party of the first part shall be paid transport allowance not exceeding the rate applicable at the time of retirement which will remain unchanged during the period of contract. The party on the first part shall be allowed TA/DA on official tour, if any, as per his/her entitlement at the time of retirement.

6. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provisions has been made in this agreement, the provision of the C.C.S. (Conduct) Rules, 1964 and C.C.S. (C.C.A) Rules 1965, or any other rules made or deemed to be made under article 309 or contained under article 313 of the constitution shall apply to the party of the first part to the extent to which they are applicable to the service hereby provided for and the decision of the KF as to their applicability shall be final.
7. The order of engagement issued for appointment and terms and conditions annexed therewith form part of this agreement.
8. The stamp duty payable on this agreement shall be borne by KF.

IN WITNESS WHEREOF the party of the first part and Shri have hereunto set and subscribed their respective hands the day, the month and year first above written.

Executed by Shri

at

In the presence of:-

Witness

Name

Designation.....

Address.....

Executed for and on behalf of

KF by

.....

at Chennai in the presence of :-

Witness.....

Name.....

Designation.....

Address.....

Date:

Terms and conditions

_____ is hereby appointed as _____, Kalakshetra Foundation, Chennai, on contract basis with immediate effect. Her/His appointment will be initially for a period of one year which may be extended subject to the satisfactory performance and maximum age limit to sixty five years. The salary, allowances and other terms and conditions for the incumbent to the post of _____, Kalakshetra Foundation will as below:-

- i. Pay & Allowances:- The monthly amount of Rs._____ as arrived at by deducting the basis pension (before commutation) from the pay last drawn at the time of retirement will be paid. This amount will remain fixed during the entire period of contract and no annual increment or DA will be admissible. No HRA is payable.
- ii. She/He would be entitled to Transport allowance as admissible not exceeding the rate applicable at the time of retirement shall be allowed. This will remain unchanged during the entire period of contract.
- iii. She/He shall be allowed TA/DA on official tour, if any, as per his/her entitlement at the time of retirement.
- iv. She/He would be entitled to a paid leave of absence at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. There will not encashment of accumulated leave at the expiry of contract.
- v. She/He is not entitled to Gratuity, Provident Fund & Pension.
- vi. Her/His contract may be terminated by the appointing authority i.e. Director, KF on the ground(s) which apply mutatis-mutandis as per CCS Conduct Rules to the satisfaction of the appointing authority.
- vii. Her/His performance would be reviewed by the Director, Kalakshetra Foundation after completion one year. The performance reports would be sent to the Chairman, Governing Board.
- viii. The extension of contract is wholly at the discretion of Director, Kalakshetra Foundation, Chennai.

