



(An Autonomous Body under Ministry of Culture, Government of India)  
Thiruvanniyur, Chennai – 600041.

### RECRUITMENT NOTICE Dated February 2025

1.Applications are invited from Indian Citizens for the following post in **Besant Cultural Centre Hostel**, Kalakshetra Foundation, Chennai.

Name of the post	No of Post	Classification	Pay Level
Superintendent	1 (One)  (Unreserved)	Group C	Rs.25,500-81,100 ( Pay Level 4 VII CPC Pay Scale). Total emoluments initially will be Rs. 52,170 /- (approx.)

### 2. Eligibility and Age limit:

Educational Qualification and requirement	Age Limit
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)	Between 40-50 years (Both age inclusive) on the closing date  (Closing date is the 30 <sup>th</sup> day from the date of publication of advertisement in the Employment News)

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 and no subsequent request for change will be considered or granted.

2.2 All the candidates who are called for documents verification before the written test will be required to produce the original Certificates such as Matriculation/Secondary Grade mark sheets and Mark sheets for all years/semesters of Provisional Certificate/ Degree of Graduation certificate from recognized College/University as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled. It is reiterated that the result of requisite educational qualification must have been declared by the Institute/ University by the specified date. Mere processing of the result by the University/ Institute by the cut-off date does not fulfill the EQ requirement.

### 3.How to apply:

**Application as appended below may be downloaded and filled in .** The candidate should ensure that they fill in the correct details and send the same along with self-attested copies of the testimonials by post so as to reach the Director, Kalakshetra Foundation, Thiruvanniyur, Chennai 600041 on or before the close of working hours on closing date of application. (Closing date is the 30<sup>th</sup> day from the date of

publication of advertisement in the Employment News). **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** One passport size to be affixed in the application form and one more photo to be provided separately for affixing in call letter.

**4. General instructions to the candidates**

- a. Kalakshetra Foundation reserves the right to cancel/restrict/modify the recruitment process if need so arises, without assigning any reason. No correspondences 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 fulfillment of eligibility criteria does not entitle any right for selection. Only shortlisted candidates will be called for written test.
- 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 closing date will be rejected.
- g. Success in the examination confers no right of appointment unless KF 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. Candidates are requested to check KF website [www.kalakshetra.in](http://www.kalakshetra.in) regularly for the latest updates in respect of the examination including those related to date of examination etc.
- i. Resolution of Tie Cases:  
In the event of tie in scores of candidates in combined score of written test, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:
  1. Date of birth, with older candidate placed higher.
  2. Alphabetical order in which the names of the candidates appear.

**5. Action against candidates found guilty of misconduct:**

If candidates are found to indulge at any stage in any of the malpractices, their candidature for this examination will be cancelled and they will be debarred from the examinations of KF.

**6. KF’s decision final:** The decision of the KF in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

**7. Courts’ Jurisdiction:** Any dispute in regard to this recruitment will be subject to courts/tribunals having jurisdiction in Chennai

8. **(a) Travelling allowance:** No travelling allowance is payable to the candidates for attending the written test.

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	200 (Min. qualifying marks is 100/200 marks)	A cumulative time of 60 minutes ( 1 hour)	

- 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.
- The candidate has to tick the correct option in each question with Pen.
- Overwriting/ticking more than 1 question/ marking with Pencil will be treated as invalid answer with “0” marks.
- There will be no negative marking for wrong answer.
- 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 – 600 041.

3. There shall be no provision for re-evaluation/ re-checking of the scores of any ~~sg~~ of the examination. No correspondence in this regard shall be entertained.

**b. Indicative Syllabus**

**a. English Comprehension – No. of questions: 25 Total marks: 50**

- 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: 50**

- 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 : 50**

- 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: 50**

- 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

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**Kalakshetra Foundation**  
**(An Autonomous organization under the Ministry of Culture, Govt. of India)**  
**(Rukmini Devi College of Fine Arts, Thiruvannamiyur, Chennai -41)**  
**Post applied for Superintendent, BCC Hostel**

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. i. Mobile No. ii. Alternate Mobile No.				
6. Email Address				
7. PAN Number (optional)				
8. Aadhar Number				
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. Experience in Hostel Management				
Name of Institution	Designation	Nature of work	Period of service	
			From	To

14.	Knowledge of Indian Languages	To Read		To Speak		To Write			
15. How do you consider yourself suitable for this post?									
16. Any other information, you wish to add:									
17. 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 all my claims for the recruitment will stand forfeited.									
Place									
Date									
		Signature of the Candidate							

Enclose a separate sheet, if the space above is insufficient.

### CHECK LIST

S.No.	Document to be submitted	Yes (✓) / No (X)
1	Application form with recent passport size photo (Pl. Check whether all columns have been filled in and signed by the applicant)	
2.	One passport size photo (extra) in a cover	
3	Copy of Aadhar	
4	Proof of all educational qualifications mentioned in the Application	
5	Proof for age	
6	Testimonials for Hostel experience	
9	Other relevant certificates/testimonials regarding essential qualification and desirable qualification	