



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

**Recruitment to the post of Chief Accounts Officer on contract**

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 viz., Senior Audit Officer/Senior Accounts Officer/Accounts Officer of IA & AD/ Retired Senior Accounts Officer/Accounts Officer of Civil Accounts Department for the following position—

**Chief Accounts Officer** – One position.

The appointment will be purely on temporary basis and on contract basis.

**Eligibility requirements:**

1. Retired Senior Audit Officer/Senior Accounts Officer/Accounts Officer of Indian Audit and Accounts Department/Retired Senior Accounts Officer/Accounts Officer of Civil Accounts Department who have excellent service records and physically fit.
2. He/She should have worked at the time of retirement on a post carrying the grade pay of Rs. 5400/- or higher (Level 10- Minimum pay Rs. 56100/-)
3. He/She should have handled accounts matters for not less than 10 years
4. The candidate should hold a degree from a recognized university
5. The candidate should have good noting and drafting skills and be able to work on computers. Knowledge of working in Tally software/PFMS is an added advantage.
6. The candidate should have good knowledge of Central Government rules, regulations and office procedures.
7. Details of passing of Section Officer's Grade Examination or equivalent departmental exam should be informed.
8. Age should not exceed 63 years on the date of closure of application.

**Selection:**

Selection will be made on the basis of the performance in a written test/interview as may be decided by the Director.

The selected person shall sign an agreement of confidentiality with Kalakshetra Foundation containing a clause on Ethics and Integrity.

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.

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.

Job description:

- (i) Preparation of annual accounts and related accounts and placing them in the Finance Committee and Governing Board meetings of KF for approval
- (ii) Handling the accounts of various festivals and correspondence with the Ministry and participating organizations.
- (iii) Preparation of Budget estimates and Revised estimates as a whole for Kalakshetra Foundation
- (iv) Drafting norms on financial matters
- (v) Preparation of outcome budget and Memorandum of Understanding to be signed with the Ministry of Culture
- (vi) Furnishing Utility Certificates for the grants received during the year
- (vii) Handling accounts audit and transaction audit and the replies to the audit reports
- (viii) Attending ATN on audit paras
- (ix) Periodical accounts inspection of the units
- (x) To ensure deduction and remittance of Provident Fund contribution to EPFO
- (xi) Management of financial reporting, cash flow and financial statement.
- (xii) Release of all payments (including checking of vouchers & payments).
- (xiii) Payment and recovery of advances paid to outside parties' / staff members, act as Drawing & Disbursing Officer.
- (xiv) Release of Foreign Exchange.

- (xv) Inter branch payment adjustment and reconciliation thereof.
- (xvi) Allocation of Budget to various units.
- (xvii) Preparation of agenda items FC meetings relating to Accounts Section and follow up thereon.
- (xviii) Maintenance and monitoring of Project Accounts.
- (xix) Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.
- (xx) Ensure amount/fund received from Government/other agencies are properly accounted for.
- (xxi) Any other duty/responsibility that may be assigned by the Director.

General terms and conditions :-

1. No person

i. who has entered into or contracted a marriage with a person having a spouse living,  
or

ii. who having a spouse living, has entered into or contracted a marriage with any other person, shall be eligible for appointment to any of the above posts, provided that Kalakshetra foundation may, if satisfied that such a marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule,  
or

or

iii. who is a member of any political party,  
or

or

iv. who has undergone punishments for misconduct or found guilty of misconduct while in the service shall be eligible for appointment. Even if such a person succeeds in getting employment in terms of this advertisement, his/her services shall be liable to be terminated immediately without serving any notice.

2. The period of the contractual appointment shall not be counted as Kalakshetra Foundation service for the purpose of pension or any other retirement benefits.

3. The contractual appointment shall not be considered as a case of re-employment.

4. The engagement of Contractual staff would be on full-time basis and they would not be permitted to take up any other assignment during the period of engagement with Kalakshetra Foundation. The contractual staff will observe the office timings, holidays of Kalakshetra Foundation.

5. 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.

6. A retired employee appointed against the position mentioned above shall be entitled for remuneration in terms of his contractual appointment and the same shall not affect in any manner his entitlement for pension or other benefits.
7. Headquarters of each contract employee 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.
8. The Contractual staff shall not be entitled to any allowance such as Dearness Allowance, Residential Telephone, Transport Facility and Medical Reimbursement.
9. Incidental Leave of 18 days per annum (@ 1.5 days per completed month of service) shall be admissible to the contractual employees. 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 employee shall not be entitled to the benefit of encashment of the unavailed leave.
10. The contractual staff 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.
11. The contractual staff shall act and function with professionalism, utmost care, skill, honesty, good faith and integrity as well as high moral and ethical standards. The contractual staff shall also compensate any losses sustained by Kalakshetra Foundation on account of his/her actions/inactions.
12. The contractual staff 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.
13. The contractual staff 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.

14. The services of a contractual employee 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 contractual staff due to any of the reasons mentioned at S. No. (i) to (v), the employee will be given an opportunity to explain himself/ herself.

15. Notwithstanding what is provided above, the services of a contractual employee 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.

16. No family accommodation shall be provided to the persons appointed against above positions, however, if any of Kalakshetra Foundation employees is lawfully occupying quarter at the time of his contractual appointment under the said scheme, he will be allowed to retain the same till the completion of his tenure, at the discretion of Kalakshetra Foundation.

17. Application has to be made in the prescribed proforma which can also be downloaded from website: [www.kalakshetra.in](http://www.kalakshetra.in) → Links → Others → Vacancies. Application along with copy of all relevant documents viz. Qualifying exam passing Certificate/Degree, Experience Certificate, Proof of date of birth, identification proof such as Aadhar Card or PAN Card, a copy of relevant pages of PPO (all self-attested) and a recent passport size photograph should reach **The Director, Kalakshetra Foundation, Tiruvanmiyur, Chennai 600 041, on or before 30.01.2023** Applications received after the last date or otherwise found incomplete will not be considered and will stand rejected.

18. If called for written test/interview, no TA/DA will be paid; No interim queries will be entertained. Canvassing in any form and/or bringing in any influence-political or otherwise will be treated as a disqualification.

19. The cover containing the application should be super scribed "Application for the contractual post of Chief Accounts Officer, Kalakshetra Foundation".

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**Annexure-I**

**Application for the post of Chief Accounts Officer,  
(On Contract) Kalakshetra Foundation**

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**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 organization/office last served with address  (b)Designation at the time of retirement/superannuation	
9. Details of passing of Section Officer's Grade Examination/or equivalent departmental qualification exam.	

<p>10. Educational Qualifications (Degree/Post graduation/diploma courses/certificate courses)</p>	
<p>11. Other professional qualifications if any relevant to the post</p>	
<p>12. Proficiency in Computers /Experience in Tally software/ working knowledge of PFMS</p>	
<p>13. Experience in accounting matters – Please furnish details.</p>	
<p>14. Please state whether in the light of entries made by you above, you meet the requirement of the post.</p>	



15. 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		

16. Additional details about your previous employment.	
17. 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)	
18. Pay last drawn at the time of retirement and Basic pension (before commutation) drawn	
19. Additional information, if any, which you would like to mention in support of your suitability for the post. (Please enclose a separate sheet):	
20. Whether belong to SC/ST/OBC	
21. 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

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 basic 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.

## AGREEMENT

ARTICLES OF AGREEMENT made this ..... day of ..... (Two thousand twenty three) BETWEEN .....son/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, Kalakshetra Foundation, Chennai

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. .... (Rupees .....only) 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.....