

F. No. 10-20/Kala Kendra/ANISPAC/2018
कला केंद्र- अं. नि. आइलैंड सोसाइटी फॉर प्रमोशन ऑफ आर्ट अँड कल्चर
Kala Kendra- A &N Islands Society for Promotion of Art & Culture
A Society under Department of Art & Culture
A&N Administration
Cellular Jail Complex, Port Blair, Phone 03192-231399
E-mail:- kalakendraanispac@gmail.com

Port Blair, Dated 14th December 2018

VACANCY NOTICE

Kala Kendra- Andaman & Nicobar Islands Society for Promotion of Art & Culture, a Society under the Department of Art & Culture, A & N Administration propose to engage persons for the following posts on purely contractual basis initially for a period of 11(eleven) months.

The interested candidates may apply in the prescribed format with self attested copies of all testimonials to the Director (Art & Culture) Secretary, Ex. Council, C/o Directorate of Art & Culture Cellular Jail Complex, Atlanta Point, Port Blair on or before 15.01.2019.

S. No.	Name of Post	No. of Post	Educational Qualifications/ Experience	Monthly Remuneration (consolidated)	Age as on 15.01.2019 (Not more than)
1.	Programme Officer	01	<u>Essential:</u> 1. Post Graduation in History/Fine Arts/Literature/Dance/Music/ Science or any allied field. 2. Experience in creative work preferably in association with Government or Public undertakings. 3. Should have computer knowledge and its independent handling <u>Desirable:-</u> 1. Should be able to work on Coral draw/Photoshop	Rs 40,000/-	40 years
5.	Accountant-cum-financial Advisor	01	<u>Essential Qualifications :</u> 1. Graduation in any discipline 2. Should have experience in dealing with matter of accounts for not less than five years in Government department/ public undertakings <u>Desirable Qualifications:</u> 1. Should have knowledge of GFRs and other financial rules and regulations	Rs 35,000/-	65 years
3.	MTS	03	1. 12 th Pass in any stream. 2. Should know to read & write Hindi and English 3. All works to be done as guided by the officials of Kala Kendra Society. 4. Should know to ride bicycle.	Rs. 15,000/-	30 Yrs

Sd/-
Dr. Navlendra Kumar Singh
Director (A&C)/Secretary, Ex. C

APPLICATION FORMAT

To The Director, Art & Culture, A & N Administration Cellular Jail Complex Port Blair	Recent passport size photograph																				
APPLICATION FORM FOR THE POST OF																					
1.	Name of candidate (in block letters) :																				
2.	Father's /Husband's Name :																				
3.	Male/Female :																				
4.	a) Date of Birth (proof to be enclosed) :																				
	b) Age as on last date of application :																				
5.	Nationality :																				
6.	Address (Permanent) with Ph. No. :																				
7.	Date of retirement under Central/State: (wherever applicable)																				
8.	Educational Qualifications (beginning with Matriculation, onwards):																				
	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 40%;">Qualification</th><th style="width: 30%;">Year of passing</th><th style="width: 30%;">University/Institution</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>	Qualification	Year of passing	University/Institution																	
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9.	Details of Employment, in chronological order:																				
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I have carefully gone through the vacancy circular/advertisement and I am well aware that the Selection Committee will also assess the Curriculum Vitae duly supported by documents submitted by me at the time of selection for the post.

I further understand that in case of the information being false or incorrect before or after the selection, my candidature is liable for cancellation.

Place:

Date:

(Signature of the Candidate)

Terms and Conditions:

1. The engagement will be purely on contract basis. The candidates will not have any right to claim for regular appointment.
2. No TA/ DA will be paid for attending the interview.
3. The Secretary (Art & Culture) reserve the right to accept/reject any application without assigning any reason, thereof and no correspondence in this matter will be entertained.

