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.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of Post</th>
<th>No. of Post</th>
<th>Educational Qualifications/ Experience</th>
<th>Monthly Remuneration (consolidated)</th>
<th>Age as on 15.01.2019 (Not more than)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Programme Officer</td>
<td>01</td>
<td>Essential: 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 Desirable:- 1. Should be able to work on Coral draw/photoshop</td>
<td>Rs 40,000/-</td>
<td>40 years</td>
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<td>5.</td>
<td>Accountant-cum-financial Advisor</td>
<td>01</td>
<td>Essential Qualifications : 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 Desirable Qualifications: 1. Should have knowledge of GFRs and other financial rules and regulations</td>
<td>Rs 35,000/-</td>
<td>65 years</td>
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<td>3.</td>
<td>MTS</td>
<td>03</td>
<td>1. 12th Pass in any stream. 2. Should know to read &amp; 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.</td>
<td>Rs. 15,000/-</td>
<td>30 Yrs</td>
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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

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>
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<tr>
<th>Qualification</th>
<th>Year of passing</th>
<th>University/Institution</th>
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9. Details of Employment, in chronological order:

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<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From &amp; To</th>
<th>(i) Scale of pay</th>
<th>(ii) Basic Pay</th>
<th>(iii) Grade Pay</th>
<th>Nature of duties in detail (attach separate sheets, if required)</th>
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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.