



(An Autonomous Body under Ministry of Culture, Government of India)

Thiruvanniyur, Chennai – 600041.

## Recruitment Notice dated April 2025

Applications are invited from female Indian citizens for the following post in Besant Cultural Central Hostel, Kalakshetra Foundation, Chennai:

Name of the Post	No. of Posts	Classification	Pay Level
House Mother	2 (Two) One - UR One – OBC	Group C	Rs 18000-56900 (Pay Level 1 of VII CPC pay scale). Total emoluments initially will be Rs 35,000 (approx.)

### 2. Eligibility and Age Limit

Educational Qualification and requirement	Age Limit
(i) XII pass (ii) 5 Years' experience in Government / or semi-Government Girls Hostel of a recognised institution	30 years as on the closing date (Upper age limit for OBC candidates would be 33 years on the closing date)
(It is preferred that the House Mother stays in the BCC Hostel in Kalakshetra Foundation premises. If she stays single, boarding and lodging facilities will be provided free of cost)	Note: Closing date is the 30th day from the date of publication of advertisement in the Employment News.

2.1 The Date of Birth filled in by the candidate in the application form should be the same as recorded in the Matriculation/Secondary Examination Certificate. This will be accepted by KF for determining the age, and no subsequent request for change will be considered or granted.

#### 2.2 Age relaxation:

Age relaxation is available for candidates belonging to OBC - 3 years for the vacancy earmarked for OBC (age relaxation permissible beyond upper age limit).

2.3 Candidates who wish to be considered against reserved vacancy or seek age-relaxation must submit the requisite original caste certificate from the competent authority, at the time of document verification. Otherwise, their claim for OBC category will not be entertained and their candidature will be cancelled.

2.4 Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority.

2.5 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 marksheets and 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 Board by the specified date. Mere processing of the result by the Board by the cut off date does not fulfil the EQ requirement.

### 3. How to Apply

**Application as appended below may be downloaded and filled in.** The candidates should ensure that they fill in the correct details and send the same alongwith 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 a blue/black ball-point pen and the cover containing the application should be superscribed as “Application for the post of House Mother” One passport size photograph to be affixed in the application form and one more photograph to be provided separately for affixing on the 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 correspondence 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 existing at the time of final selection.
- c. Mere fulfilment of eligibility criteria does not entitle any right for selection. Only shortlisted candidates will be called for a 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 the 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 required 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 a tie in scores of candidates in combined score of written test, merit will be decided by applying the 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 will be final**

The decision of the KF in all the 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. Court's Jurisdiction**

Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction in Chennai.

**8. Travelling Allowance**

No Travelling Allowance is payable to the candidates for attending the written test.

**9. Scheme of the Examination**

A written test will be conducted with Multiple Choice Questions (MCQs) in the subject/topics given below:

Subject	No. of Questions	Maximum marks	Time allowed
Questions in English, General Intelligence and Reasoning, Quantitative Aptitude, General Awareness, will be set in the pattern of Combined Higher Secondary Level Examination (CHSL) conducted by Staff Selection Commission	100	200 (Minimum qualifying marks is 100 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 one question/marking with Pencil will be treated as invalid answer with "0" marks.
- There will be no negative marking for wrong answer.

- The schedule of examination will be intimated to the candidates through email and will also be placed in the KF website. The examination centre will be BASS School/Old Central Office premises in Kalakshetra Foundation, Tiruvanmiyur, Chennai 600041.
- There shall be no provision for re-evaluation / re-checking of the scores of any stage of the examination. No correspondence in this regard shall be entertained.

#### **Indicative Syllabus**

Subject	No. of Questions	Total Marks	Questions will be set on
English	25	50	Sentence correction, Error spotting, fill in the blanks, spelling correction, Reading comprehension, Phrases and idioms, Cloze test, one word substitution, Para Jumbles, Active/ Passive, narrations
General Intelligence and Reasoning	25	50	Classification, Analogies, Coding-decoding, Paper folding method, Matrix, Word formation, Venn diagram, Direction and Distance, Blood relations, Verbal reasoning, Non-Verbal reasoning, Seating arrangement, Puzzle, Series
Quantitative Aptitude	25	50	Simplification, Interest, Averages, Percentages, Ratio and Proportion, Problem on Ages, Speed, Distance and Time, Number system, Mensuration, Data interpretation, Time and Work, Algebra, Trigonometry, Geometry
General Awareness	25	50	Science, Current affairs, Books and Authors, Sports, Important Schemes, People in news, History, Culture, Geography, Economics, Awards and Honours, Portfolio, Information about Kalakshetra Foundation,

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**KALAKSHETRA FOUNDATION**

(An Autonomous Organization under the Ministry of Culture, Govt .of India)

**BESANT CULTURAL CENTRE HOSTEL**

**POST APPLIED FOR HOUSE MOTHER, BCC HOSTEL**

Paste a recent  
passport size  
photograph

1. Applicant's Name (in Block letters)											
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. Community : Please indicate whether you belong to	General : <input type="checkbox"/> OBC : <input type="checkbox"/>										
	If belongs to OBC, please attach caste certificate from competent authority										
10. Date of Birth (DD/MM/YY) Age as on closing date for submission of application <b>Upper age limit : 30 yrs as on the closing date of application (mention age relaxation if required)</b>											
11. Nationality											
12. Gender:(Male / Female / Others)											
13. Educational qualification:											
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">S.No</th><th style="width: 20%;">Qualification</th><th style="width: 30%;">Board/University</th><th style="width: 20%;">Year of Passing</th><th style="width: 20%;">Percentage/CGPA</th></tr></thead><tbody><tr><td style="height: 100px;"></td><td></td><td></td><td></td><td></td></tr></tbody></table>	S.No	Qualification	Board/University	Year of Passing	Percentage/CGPA						
S.No	Qualification	Board/University	Year of Passing	Percentage/CGPA							

14. Experience in Hostel Management				
Name of Institution	Designation	Nature of work	Period of service	
			From	To

15.	Knowledge of Indian Languages	To Read	To Speak	To Write

16. How do you consider yourself suitable for this post?

17. Any other information, you wish to add:

18. 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 in correct 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.

Date		
Place		Signature of Candidate

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

## CHECK LIST

<b>S.No.</b>	<b>Document to be submitted</b>	<b>Yes (✓) / No (X)</b>
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	
7.	Other relevant certificates/testimonials regarding qualification, if any	