



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 2432-9300, 2432-8355, 2432-8356, FAX 2432-0723/9436

UPPER DIVISION CLERK

Satyajit Ray Film & Television Institute, Kolkata was established by the Government of India as an autonomous educational Institution under the Ministry of Information & Broadcasting in the year 1996. The Institute offers three years Post-Graduate Diploma Course in Direction & Screenplay Writing, Producing for Film & Television, Motion Picture Photography, Editing and Sound Recording on Films and Television.

Applications are invited from the Indian Nationals for appointment to the post of **Upper Division Clerk**, on deputation basis initially for 3 years, in the Satyajit Ray Film & Television Institute, Kolkata, an autonomous organisation under the Ministry of Information and Broadcasting, Government of India. Required educational qualification and experience are as under:-

- 1. NAME OF THE POST:** UPPER DIVISION CLERK (01 POST)
- 2. Pay Scale:** PB-1, Rs.5200 - 20200/- + Grade Pay of Rs.2400/-
- 3. Age Limit:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application i.e. **27.09.2013**.

(A) DEPUTATION :

Officers of Central Government/State Government/ Universities/ recognized Research Institutions/Central Autonomous Bodies

(a) (i) holding analogous post on regular basis

OR

(ii) with at least 8 years service in posts in PB-1 (i.e. Rs.5200 - 20200/-) with Grade Pay of Rs.1900/- and having experience in administration, establishment and accounts matters, and

(b) and Possessing the following educational qualification and experience:

Essential:

- 12th Class or equivalent qualification from a recognized Board or University
- Knowledge of English/Hindi Typewriting at a minimum speed of 35/30 w.p.m. on computer

Desirable:

- Knowledge of Hindi.

Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department, shall ordinarily not exceed three years. The pay of the officer selected will be regulated in accordance with the instructions contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/6/2010, as amended from time to time.

Interested candidates who fulfil the above requirements may send their neatly typed application on plain paper as per the following format with the attested copies of certificate of proof of age, qualifications, caste, experience etc. and two copies of recent passport size photographs, addressed to "**The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**", along with a Demand Draft (**non-refundable**) of Rs.100/-, drawn in favour of "**Satyajit Ray Film & Television Institute**", payable at Kolkata. The following categories of applicants are, however, exempted from payment of application fees as per extant practice of GOI - SC, ST, PH, female. The applicant may send the application by ordinary post or may drop in the application box located in Admn. Block of this Institute, latest by **27.09.2013**.

The envelope shall be superscribed with the name of the post applied for.

The candidates should apply through proper channel.

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e **27.09.2013**.

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

Depending on the number of applications, eligible short-listed candidates will be called for interview. Since it is not possible to call all the eligible candidates for interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. The decision of the Institute in this regard will be final and binding.

Format for application on **deputation basis**

The Director,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata – 700 094

Sir,

Sub: **Application for the post of Upper Division Clerk, on deputation basis, in SRFTI**

This has reference to your advertisement published in on in connection with recruitment to the post of Upper Division Clerk in Satyajit Ray Film & Television Institute, Kolkata, **on deputation basis** initially for 3 years.

2. I would like to apply for the post of Upper Division Clerk in Satyajit Ray Film & Television Institute, Kolkata, on deputation basis. The required details are furnished below:-

01. Name of the post applied for:
02. Name & Address (in block letters):
03. Date of birth (in Christian Era):
04. Age as on **27.09.2013**:
05. Date of retirement under central/state government/central autonomous bodies rules:
06. Educational and other Qualifications
07. Whether Educational and other qualifications required for the post satisfied.

Qualification/Experience required	Qualification/Experience possessed by the Officer
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08. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
09. Details of Employment in chronological order: Enclose a separate sheet duly authenticated by your signature if the space below insufficient.

Office/Instt./Orgn.	Post held	From	To	Scale of pay/ Basic Pay	Nature of duties
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10. Nature of present employment – Ad-hoc / Temporary / Permanent
11. In case the present employment is held on deputation/contract basis, please state
 - a. the date of initial appointment
 - b. period of appointment on deputation/contract
 - c. name of the parent office/organization to which you belong.
12. Please state whether working under: (a) Central Government (b) State Government (c) Universities (d) recognized Research Institutions (e) Central Autonomous Bodies
13. Are you in revised scale of pay? Give the date from which the revision took place and also indicate the pre-revised scale and revised scale
14. Total emoluments per month now drawn
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.
16. Whether belong to SC/ST/OBC
17. Complete official address of the candidate including telephone number
18. Demand Draft No., Date and Amount

Date:

Yours faithfully,

Signature of the applicant

Certificate

(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found to be correct
2. Certified that the candidate is eligible for the post as per condition mentioned in the circular
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of upto date C.R. dossier of the officer for the last 5 years, duly attested, are enclosed.

Signature:

Name & Designation of the forwarding
officer with seal