



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: (033) 2432-0723/9436

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, Motion Picture Photography, Editing, Sound Recording, PFT and Animation.

Applications are invited from the citizens of India for engagement one '**Accounts Assistant**', on contract basis, for 06 months, in the Satyajit Ray Film & Television Institute, Kolkata, as per the terms & conditions of the contract engagement of this Institute. Required educational qualification and experience is as under:-

S.No	Name of the Position	No. of Position	Consolidated honorarium per month	Age Limit	Required qualification & experience	Job Description
01	'Accounts Assistant'	01	Rs.18,829/-	35 years (Preferably)	i) Graduate in Commerce from a recognized University ii) Certificate in accounting software (Tally) iii) 2 years experience in Accounts in a computerized environment, preferably in Govt. /Autonomous bodies	<ul style="list-style-type: none">To prepare bills/vouchers;To prepare Bank Reconciliation Statement;To prepare Monthly Receipts & Payments Account;To prepare Cash Flow/Fund Flow StatementTo prepare Income Tax, EPF and Professional Tax Statements in compliance with statutory requirements;To draft letters & reports;To work any Accounts related job, if assigned by the superiors;To work as Office Assistant as and when requiredAny other work as assigned from time to time.

Note:-

- (i) The engagement will be on contract basis initially for 06 months, which may be extended afterwards depending on satisfactory performance.
- (ii) The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- (iii) The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
- (iv) The selected candidate will be required to join on immediate basis.

Interested candidates who fulfill the above requirements may send their neatly typed application on plain paper as per the following format with self- attested copies of certificate of proof of age, qualifications, caste, experience etc. and one copy of recent passport size photograph, addressed to the " The Registrar, Satyajit Ray Film & Television Institute, E.M. Bypass Road, P.O. – Panchasayar, Kolkata – 700 094', alongwith a Demand Draft (non-refundable) of Rs. 100/- , drawn in favour of "Satyajit Ray Film & Television Institute", payable at Kolkata. 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 28.05.2015.

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

Those already employed under Government/Semi –Government/Public Sector/Autonomous Institutes, should apply through proper channel.

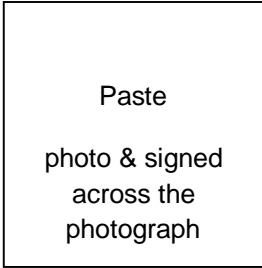
Upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 28.05.2015.

No interim queries will be entertained. The Institutes 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 trade test and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test and/or 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

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



Sir,

Sub: **Application for the position of ACCOUNTS ASSISTANT on contract basis in SRFTI.**

This has reference to your advertisement published in '.....' on in connection with engagement to the position of Accounts Assistant in Satyajit Ray Film & Television Institute, Kolkata, **on contract basis**, for 06 months.

2. I would like to apply for the position of Accounts Assistant in Satyajit Ray Film & Television Institute, Kolkata, on contract basis, as per your terms and conditions. The required details are furnished below:-

01.	Name (in block letters)	
02.	Father's/Husband's Name	
03.	Present Address	
04.	Permanent Address	
05.	Date of Birth	
06.	Age as on 28.05.2015	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Telephone No./Mobile No.	
14.	E mail ID	
15.	Present Occupation, if any	
16.	Other Information, if any	

I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

- Encl: a) Self attested copy of certificate as proof of age
b) Self attested copies of certificates of qualifications
c) Self attested copy of certificate of caste
d) Self attested copies of certificates of experience
e) one copy of recent passport size photograph.

Date:

.....
Signature of the Applicant