



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, Animation and Producing for Films and Television.

Applications are invited from the citizens of India for engagement one **Data Entry Operator (Accounts)**, 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/N	Name of the Position	No. of Position	Consolidated honorarium per month	Age Limit	Required qualification & experience	Duties
01	Data Entry Operator (Accounts)	01	Rs.13,141/-	35 Years (Preferably)	i) Higher Secondary (Commerce) passed from a recognized board or equivalent; ii) Proficiency in computer based Accounting Software (Tally) including MS-Word & MS-Excel with typing speed of 35 w.p.m. in English. iii) Preferably at least 02 to 03 years of similar experience in Government organization of similar nature.	<ul style="list-style-type: none">To prepare bills using the accounting software Tally;To make accounting data entries relating to Income Tax, EPF, P.Tax and prepare returns;To maintain and update books of accounts and prepare accounting reports & statements;To perform such other duties and functions as will be assigned by the seniors 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 the attested copies of certificate of proof of age, qualifications, caste, experience etc. and one copy of recent passport size photograph, addressed to "**The Registrar, 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, by **09.10.2015**.

FORMAT

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

Paste
photo & signed
across the
photograph

Sir,

Sub: **Application for the position of DATA ENTRY OPERATOR(Accounts), on contract basis in SRFTI.**

This has reference to your advertisement published in on 22.09.2015 in connection with engagement to the position of Data Entry Operator in Satyajit Ray Film & Television Institute, Kolkata, **on contract basis**, for 06 months

2. I would like to apply for the position of Data Entry Operator (Accounts) 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 Name	
03.	Present Address	
04.	Permanent Address	
05.	Date of Birth	
06.	Age as on 09.10.2015	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Telephone No.	
14.	Present Occupation, if any	
15.	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) attested copy of certificate as proof of age
b) attested copies of certificates of qualifications
c) attested copy of certificate of caste
d) attested copies of certificates of experience
e) one copy of recent passport size photographs.

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Signature of the Applicant