

Satyajit Ray Film & Television Institute
E M Bypass, P.O. Panchasayar
Kolkata-700094

Dated: January 27, 2016

Advertisement for the Part-time Professional Attendant for SRFTI Library (on contract)
[Code: PPAL] in SRFTI Library

Satyajit Ray Film and Television Institute (SRFTI), Kolkata is looking for 3(three) nos. Part-time Professional Attendant for Library (PPAL). Interested candidates having requisite qualifications may apply for the same within 11.02.2016. The tenure for the position will be initially for a period of 11 months from the date of joining. The positions are purely temporary and the selected candidates will have no claim towards permanent appointment in this institute whatsoever.

Part-time Professional Attendant for Library (on contract)[Code: PPAL]

Nos.: 3 (Three)

Selection Criteria:

Qualification: Bachelor's Degree in Library & Information Science (BLIS) from a recognized University & Certificate of experience / adequate knowledge in computer application [Especially handling KOHA software would be given preference].

Job specifications:

1. Preparation of list of library resources to be purchased for the Library every year.
2. Services related to Issue/Check-out and receiving of materials from the users of the library.
3. Shelving and distribution of books, journals and other audio-visual materials.
4. Providing information requested by the users of the library.
5. Preparing materials for use including stamping on documents, inserting security strips and writing call numbers etc. (physical processing) on the library materials.
6. Setting-up and operation of audio-visual and other library equipment and accessories.
7. Preparing text materials for binding.
8. Auction sale of old newspapers/ magazines.
9. Typing, sorting and filing documents and correspondence.
10. Regular input / updating of data / information in computer system / KOHA LMS.
11. Computer and photocopy related work of the library.
12. Performing any related work as assigned time to time by the authority.

They are expected to work in various aspects of electronic information services like content creation, development of interfaces to existing computer based information services.

General Conditions:

1. The duration of engagement will be initially for 11 months only.
2. Age should not be more than 40 years as on 1st January 2016.
3. The Attendant will have no claim whatsoever for employment in SRFTI.

4. The selected candidate may have to work in shifts between 09:00 hours and 20:00 hours [including Saturdays, Sundays, and other holidays except Govt./Institute's Holidays (when the Library will be closed)] whenever instructed to do so.
5. No accommodation will be available on the Institute campus during the course of their stay.
6. The contract is liable to be terminated as per decision of the authority without assigning any reason.

Duty hours

06-30 hours per day with a rotational day off in a week except Govt. / Institute's Holidays (when the Library will be closed).

Remuneration:

Consolidated Stipend: Rs. 7,500/- per month (all inclusive).

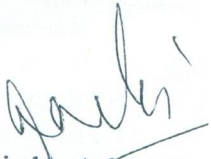
Interested candidates, who fulfill the above requirements, may submit their applications addressed to the Registrar, Satyajit Ray Film and Television Institute, E.M. Bypass Road, Panchasayar, Kolkata – 700094 either personally at the SRFTI Library or send an e-mail to the email id: sraypahari@srfti.ac.in with an electronic version of the application in advance. The application should contain details of the Educational Qualification, Experience (if any), Age, Current Residential Address, Mobile no. and other relevant information.

The interested candidates should bring the signed application with bio-data and all attested copies of certificates (originals for verification), along with a photograph at the time of interview.

However, please keep watching the Institute's website: srfti.ac.in for any updated information.

The interview is likely to held on any day on or before 20.02.2016. However, the actual date and time for the interview will be intimated to the prospective / short listed candidates only by e-mail/Phone, at a very short notice.

Last date of receipt of application by any mode is: 11th February 2016 (Thursday).


(Anindya Acharya)
REGISTRAR
SRFTI