



**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**  
**(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)**  
**Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723/9436**

Applications are invited from the citizens of India for the following engagements, on contract basis, in the Film & Television Institute, Itanagar, Arunachal Pradesh. 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	Superintendent	01 (one)	Rs.20,800/-	Not exceeding 35 years	<p><b>Essential:</b></p> <p>(i) Degree of a recognized University or equivalent.</p> <p>(ii) At least 5 years' experience of administration and establishment work in a supervisory capacity in a Government Office or a Public body or an Autonomous Organization or a Commercial Organization of repute.</p> <p>(iii) Working Knowledge of Computer operation</p> <p>(iv) Knowledge of Government Rules and Regulations.</p> <p><b>Desirable:</b></p> <p>(i) Knowledge of Hindi / local language</p>	<ul style="list-style-type: none"><li>• Shall organize and control all works in the Admn./Establishment Section;</li><li>• Shall mark the daks in absence of AO;</li><li>• Shall allot duties of staff, co-ordinate and supervise work of the subordinate staff in the Section;</li><li>• Shall look after discipline in the section;</li><li>• Shall be responsible for arrangement of office accommodation, furniture, office equipment etc.</li><li>• Shall prepare briefs of important administrative matters and Parliament questions; shall attend departmental meetings.</li><li>• Shall ensure timely submission of all reports and returns pertaining to establishment;</li><li>• Maintenance of Service Books/Lave Accounts/Personal Files of all Officials;</li><li>• Shall process all Appointment/Promotion/Transfer cases;</li><li>• Fixation of pay of all Officers and Staff;</li><li>• Leave cases including casual leave;</li><li>• To ensure timely supply of uniforms to eligible Gr. 'C' and 'D' staff;</li><li>• Dealing matters under RTI Act;</li><li>• Processing cases relating to Overtime Allowance, Medical Reimbursement Claims and Leave Travel Concession;</li><li>• Shall perform such other duties and functions as assigned to him/her by the senior officers from time to time.</li></ul>

02	Junior Technician	01 (one)	Rs. 20,800/-	Not exceeding 35 years	<p><b><u>a)Essential:-</u></b></p> <p>i) Degree of a recognized University;  ii) Degree or post graduate Diploma in Films / Television from a recognized University or Institute;  iii) At least two years' professional experience in the relevant branch of Films/Television Production in reputed organization or institution.</p> <p><b><u>b)Desirable:</u></b></p> <p>i) Knowledge of Hindi / local language  ii) Good knowledge of Digital Technology.</p>	<ul style="list-style-type: none"> <li>• To render practical teaching in respective subjects of Specialisation and common Course;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements;</li> <li>• Shall be responsible for one-to-one student guidance and take up a student's position to complete a core team for a project if the situation arises due to absence of a student member of the core team</li> <li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities;</li> <li>• Shall provide technical assistance to students and supervise their technical requirement specially for the projects;</li> <li>• Shall cooperate and assist in practical classes of the students;</li> <li>• Shall ensure preventive maintenance and running condition of the Department's equipments;</li> <li>• Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught;</li> <li>• To supervise the inventory list, condition and position of equipment and accessories</li> <li>• To supervise the maintenance of various digital equipment and accessories.</li> <li>• To process/supervise the material requisitions of digital equipment's whenever required;</li> <li>• To coordinate with the faulty in planning for new inventories and up gradation of existing ones;</li> <li>• To coordinate with the faculty in preparing class schedules and planning;</li> <li>• To impart instructions and demonstrate handling of equipment in a direct role as per academic requirements;</li> <li>• Shall initiate extra-curricular activities, seminars, exchanges, workshops etc;</li> <li>• Shall perform such other duties and functions as assigned to him by the Director /Dean or other senior members of faculty from time to time</li> </ul>
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03	Upper Division Clerk	01 (one)	Rs.16,400/- /-	Not exceeding 33 years;	<p><b>a) Essential:</b></p> <p>i) 12th Class (Higher Secondary) from a recognized Board.</p> <p>ii) Knowledge of English/Hindi Typewriting at a minimum speed of 35/30 w.p.m. on computer</p> <p>iii) At least three years' Clerical experience in Government Office or Commercial Office of repute;</p> <p>iv) Knowledge of Computer.</p> <p><b>b) Desirable:</b></p> <p>i) Knowledge of Hindi / local language.</p>	<ul style="list-style-type: none"> <li>• To organize resources - man/money/machine for Pre-production/Production/ Post production;</li> <li>• To organize permissions and location amenities;</li> <li>• Shall ensure safety/security of the personnel/crews/equipment/Institute's properties;</li> <li>• Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement;</li> <li>• Shall remain responsible for timely completion of projects/assignments within the given parameter;</li> <li>• Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes;</li> <li>• Shall perform such other duties and functions as assigned to him by the Director /Dean/Registrar or other senior members of faculty from time to time.</li> </ul>
04	Lower Division Clerk	01 (one)	Rs.12,400/- /-	Not exceeding 30 years,	<p><b>a) Essential</b></p> <p>i) 12<sup>th</sup> Class or equivalent qualification from a recognized Board or University;</p> <p>ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each work)</p> <p><b>b) Desirable:</b></p> <p>i) Knowledge of Hindi / local language.</p>	<ul style="list-style-type: none"> <li>• To work under the orders/instructions of the Department/Section In-charge;</li> <li>• To maintain Section Diary, File Register, File Movement Register;</li> <li>• Recording, Typing, Comparing, Despatch;</li> <li>• Preparation of statements related to Academics &amp; Students;</li> <li>• Submission of routine &amp; simple drafts;</li> <li>• Maintenance of records;</li> <li>• Receipt and Despatch of dak;</li> <li>• Routine correspondence, tabulation data;</li> <li>• Preparation of production schedules, various bills, provident fund accounts;</li> <li>• Keeping record of issue and receipt of library books;</li> <li>• Other works allotted by the seniors</li> </ul>

Note:-

- (i) The engagement will be on contract basis initially for six months.
- (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 FTI.
- (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 self-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 speed post or may drop** in the application box located in Admn. Block of this Institute, **latest by 25.07.2017**.

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

Interested candidates applying for more than one post, have to submit separate application (along with separate Demand Draft) for each post.

Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, 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. 25.07.2017.

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 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 for application**

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

Sir,

Sub: **Application for the engagement of \_\_\_\_\_ on Contract basis in FTI, Itanagar.**

This has reference to your advertisement published in \_\_\_\_\_ on \_\_\_\_\_ in connection with recruitment to the engagement of \_\_\_\_\_ in Film & Television Institute, Itanagar, Arunachal Pradesh on contract basis.

2. I would like to apply for the engagement of \_\_\_\_\_ in Film & Television Institute, Itanagar, Arunachal Pradesh on contract basis. 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 25.07.2017	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact No.	
14.	Email Address	
15.	Present Occupation, if any	
16.	Other Information, if any	
17.	Demand Draft No., Date and Amount	

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) two copies of recent passport size photographs  
f) Demand Draft of Rs.100/-

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Signature of the Applicant