



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

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, Sound Recording & Design and Animation on cinema and other courses on Television. Applications are invited from the citizens of India for the recruitment to the following posts in Satyajit Ray Film & Television Institute, Kolkata on Contract, Direct & Deputation basis. 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 | Professor, Producing for Film & Television (on contract basis) | 01 (one) | Rs.78,470/- | Not exceeding 52 years [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.] | a) <u>Essential:</u> i) Degree of a recognized University; ii) Degree or POST GRADUATE Diploma or equivalent in Film or Television Direction /Production from a recognized University or Institution of repute; iii) At least thirteen yearsq professional experience and/or teaching in a responsible capacity in an Organization or Institution of Respective Field OR i) Master Degree in MANAGEMENT of a recognized University / INSTITUTE; ii) At least fifteen yearsq professional experience and/or teaching in a responsible capacity in an Organization or Institution in the relevant field. b) <u>Desirable:</u> i) Administrative or Managerial experience; ii) Knowledge of film and TV media and latest trend of promotion / marketing Developments in the field. (Candidates are required to produce evidence of professional work done) | <ul style="list-style-type: none">• Head of the respective Department;• Shall look after the departmental administration;• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;• Shall envision the futuristic structuring of the department;• Shall ensure dynamic teaching through innovative pedagogy;• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;• Shall integrate all the streams of theory and practical training within the respective department;• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;• Shall publish a job chart indicating the allocation of jobs to the staff;• Shall prepare and submit annual performance report of the department to the Dean;• Shall contribute and cooperate in matters of inter-departmental requirements;• Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department;• Shall constitute a Departmental Disciplinary Committee;• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;• Shall be accountable for the entire working of the department;• Shall ensure completion of courses on schedule;• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean.• Shall assist in Admissions• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.• Shall exercise such other powers and perform such other duties and functions as assigned to him by the Academic Byelaws of the Institute, as amended from time to time, and as may be assigned to him by the Director/Dean and other authorities from time to time. |

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| 02 | Supervisor (Civil) | 01 (One) | Negotiable | - | <p>Essential :-</p> <p>Diploma of three years duration in Civil Engineering.</p> <p>Experience: At least 20 years experience in preparation of estimate in Civil Engineering Works, Supervision of Civil Engineering Works, preparation of Measurement Book, Certification of Bills etc.</p> <p>Retired officials of Central Govt./ State Govt./ Autonomous bodies may also apply.</p> <p>Candidates who have worked as Supervisor in reputed Organizations OR Govt. projects may also apply.</p> | <ul style="list-style-type: none"> • He would prepare tender documents for different civil works (including horticulture) to be under taken by SRFTI. • He would supervise execution of such civil works undertaken by SRFTI. • He would scrutinize the estimates (including horticulture) submitted by CCW (Civil) to ascertain its requirement, veracity etc., in line with the Govt. Orders/Guidelines. • He would supervise execution of civil works (including horticulture & water supply) under taken by CCW (Civil). • He would scrutinize the bills submitted by CCW (Civil) for certification. • He would maintain close liaison with the officers of CCW (Civil) to identify civil works to be undertaken be CCW (Civil) and execution of the same by the said agency. • He would supervise execution of all civil works (including horticulture & water supply) being/ to be undertaken within the campus of SRFTI. • He would advise SRFTI Management regarding all civil work related issues. • He would act as the coordinator between the CCW (Civil) and the Institute. • Any other works referred to him. |
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| 03 | Consultant (Public Relation) | 01 (One) | Rs.40,000/- | - | <p><u>Essential</u> :- Graduation/a Degree or Diploma in Printing Technology/PG Diploma in Public Relations.</p> <p><u>Experience</u> : Retired officials of Central Govt./ State Govt./ Autonomous bodies in the pay scale of 4800/- and above having 20 years of experience in the field of public relations and publication.</p> | <ul style="list-style-type: none"> • Special initiative to have more activities/programmes/events with like-minded Institutes to encourage the students. • Making the Institute a centre of excellence- through more partnership ventures with brethren and Institutions/organisations in the field both in India and abroad are following the Govt. of India protocol. • Intensifying National/International collaborations, Seminars, Conferences, Workshops, Trainings etc. for the exposure of the students. • Conduct short-term academic programmes for Amateur Filmmakers, especially TV show makers. • More rapport with electronic, print & social media to strengthen public involvement and awareness. • Identifying mass communication media for the exposure of the students work. • Salutation to India Film, TV personalities through different events. • Ensuring wide publicity for the activities, programmes and projects undertaken by the Institute. • Ensuring press meet with substantial representations from leading print and electronic media at short notice. • Maintenance active liaison with the PIB and other journalist clubs and associations. • Maintenance of liaison with the local Government authorities, Police, etc. • To generate revenue and the recognition of students' work, interaction may be initiated with different Ministries/Depts for making social awareness film. • Bringing out newsletters, folders, festival brochures, commemorative books, etc. to ignite students about their creativities. • Initiative to gradually develop a strong placement and pitching cell. • Working in the Tutorial section in the Institute and discharge admission related administrative functions. • Any other responsibilities assigned not inconsistent with his experience. |
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General Terms & Conditions for contractual engagement:-

- (i) The engagement will be on contract basis initially for one year.
 - (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.
 - (v) The salary in r/o the post mentioned at Sl. No.2 will be negotiated during the time of interview.
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- ❖ 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.200/-, drawn in favour of **"Satyajit Ray Film & Television Institute"**, payable at Kolkata. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. 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 06.10.2017**.
 - ❖ 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.
 - ❖ With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 06.10.2017. (applicable for the post at Sl. No.1 only)
 - ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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.

| S/ N | Name of the Position | No. of Position | Reservation | Pay Scale | Age Limit | Required qualification & experience | Duties |
|------|--|-----------------|-------------|--|--|--|--|
| 04 | Assistant Professor, Cinematography (Direct Recruitment) | 01 (one) | UR | PB-3, Rs.15600-39100 with GP Rs.5400/- | 37 years [Relaxable upto 42 years in case of exceptional candidates] [Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies & Public Sector Enterprises] [Upper age limit is not applicable for regular employees of SRFTI] [For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI] | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Motion Picture Photography or cinematography from a recognized University or Institute;</p> <p>iii) At least three years professional experience as Cinematographer and/or teaching experience in Motion Picture Photography or cinematography in an organization or institution of repute.</p> <p>b) Desirable:</p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</p> | <ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable; • Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.; • Shall prepare & publish class routine and workshop/project/exercise schedule; • Shall conduct examination(s) and perform related work in any examination; • Shall evaluate answer scripts of students for respective examinations conducted by the Institute; • Shall undertake internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board; • Shall prepare result and undertake related jobs; • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth running condition of the Department's equipment; • Shall supervise projects and report to HOD. • Shall perform such other duties as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time. |

| S/ N | Name of the Position | No. of Position | Reservation | Pay Scale | Age Limit | Required qualification & experience | Duties |
|------|---|-----------------|-------------|--|--|--|--|
| 05 | Assistant Professor, Direction (Direct Recruitment) | 01 (one) | UR | PB-3, Rs.15600-39100 with GP Rs.5400/- | <p>37 years Relaxable upto 42 years in case of exceptional candidates</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India & extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies & Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>a) <u>Essential:</u></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film Direction or Film Production or equivalent from a recognized University or Institute;</p> <p>iii) At least three years professional experience as Film Director or Film Producer and/or teaching experience in Film Direction or Film Production in reputed organization or institution</p> <p>b) <u>Desirable:</u></p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad.</p> <p>(Candidates are required to produce evidence of professional work done)</p> | <ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable; • Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.; • Shall ensure preparation & publication of class routine and workshop/project/exercise schedule; • Shall conduct examination(s) and perform related work in any examination; • Shall evaluate answer scripts of students for respective examinations conducted by the Institute; • Shall undertake internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board; • Shall prepare result and undertake related jobs; • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth running condition of the Department's equipment; • Shall supervise projects and report to HOD. • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time. |

PB & GP stands for Pay Band & Grade Pay respectively.

General Terms & Conditions for direct recruitment:-

- ❖ 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.200/-, drawn in favour of **“Satyajit Ray Film & Television Institute”**, payable at Kolkata. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. 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 06.10.2017**.
- ❖ 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.
- ❖ With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 06.10.2017.
- ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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.

| S/ N | Name of the Position | No. of Position | Pay Scale | Age Limit | Required qualification & experience | Duties |
|------|------------------------|-----------------|--|---|---|---|
| 06 | Administrative Officer | 01 (one) | PB 2- Rs.9300- 34800 with GP Rs.4600/- | The maximum age limit for appointment by transfer/ deputation shall be not exceeding 56 years, as on the closing date for receipt of the application. | <p>Officers under the Central/State Governments Officials under the Central Govt./State Govt./Central Autonomous bodies: Holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>With five yearsqregular service in the posts with the grade pay of 4200/- or equivalent;</p> <p style="text-align: center;">AND</p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) At least 7 yearsqexperience of administration and establishment work in a supervisory capacity in a Government Office or a Public body or an Autonomous Organization.</p> <p>Desirable: Knowledge of Government Rules and Regulations.</p> | <ul style="list-style-type: none"> • Administrating the institute, monitoring, and day-to-day functioning of the institute; • Shall advise the appropriate Authorities of the Institute on all matters of policy and administration; • Shall scrutinize proposals for expansion of administrative staff & etc.; • Shall coordinate activities of various units of the Institute; • Shall ensure initiation of the disciplinary action to be taken against staff as per laid down Rules & Regulations and implement policy decisions in the matter of administration; • To implement policies of the Institute; • Shall organize and control all work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the staff posted in Admn. Section and look after discipline, administrative matters including Leave cases, insubordination, arrangement of office accommodation, furniture, office equipments etc.; • Shall prepare briefs of important administrative matters and Parliament questions, and attend departmental meetings; • To initiate timely action for writing Annual Confidential Reports of all eligible officials; • Shall plan, control and supervise security arrangement of individual plants, establishments, buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unauthorized entry and personnel hazards to check works and administrative buildings, unauthorized entry of men and passage of material; • To enquire into complaints of unauthorized entry of men and material and cases of theft etc. and report the matter to police for further action; • To supervise the security personnel on duty and maintain discipline amongst security personnel; • To co-ordinate fire-fighting personnel in case of fire, if necessary; • To ensure future planning ó rain water harvesting/ renewable energy/ energy economy-management; waste management; water treatment/drinking water; • To supervise the work of Supervisor ó Civil & Electrical, Estate Manager and ensure regular civil/electrical maintenance job in the Institute including water supply; • To co-ordinate with CCW-Electrical & Civil regarding the regular civil/electrical maintenance job in the entire Institute; • To supervise the work of Hostel Caretaker; • To supervise the work of Security Incharge; • To supervise the work of Caretaker; • Shall perform such other duties and functions as assigned by the Service Bye-Laws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Director /Registrar and other senior officers from time to time. |

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| 07 | Accounts Officer | 01 (One) | PB 2- Rs.9300- 34800 with GP Rs.4600/- | The maximum age limit for appointment by transfer/deputation shall be not exceeding 56 years as on the closing date of receipt of the application | <p>Officials under the Central Govt./State Govt./Central Autonomous bodies: Holding analogous posts on regular basis;</p> <p style="text-align: center;">OR</p> <p>With five years regular service in posts with the grade pay of 4200/- or equivalent;</p> <p style="text-align: center;">AND</p> <p>Degree in Commerce from a recognized university or equivalent ii) Passed ICWA/CA . intermediate iii) At least eight years professional experience in the field of computerized accounts iv) Knowledge of Government Rules and Regulations.</p> <p>Desirable: i) Passed ICWA/CA ii) Diploma in Financial Management</p> | <ul style="list-style-type: none"> • Shall ensure proper maintenance of accounts, accounts books, records of the Institute. Shall ensure that the prescribed accounting procedure is followed by the Institute and account books are properly maintained; • Shall coordinate Cashier, Accountant and other personnel engaged in maintenance of accounts and records and disbursement of cash; • Shall scrutinize bills, receipts, payment etc. for proper entries in cashbook, journal, ledger and other records; • Shall be responsible for keeping records of all taxes, licenses, fees etc., required to be paid by the Institute and ensure that they are paid in time and kept up-to-date; • Shall be responsible for preparation of annual budget • Shall be responsible for timely preparation of final accounts such as trial balance, profit and loss statement or balance sheet etc.; • Shall ensure compliance of relevant provisions of Financial Bye-Laws of SRFTI, GFRs, C.T.R.s, Receipts & Payments Rules, DFP Rules and FRSR, • Shall ensure that instructions given or objections raised by audit are carried out and/or rectified; • Shall be responsible for maintenance of records of payment, Bill passing, Record keeping, payment documentation etc. and data feeding of financial transactions; • Planning and scheduling work of section; • Shall deal with non-routine cases referred to him; • Shall keep track of paper movement, and hold meetings to discuss section's work; • To deal with the following matters: <ul style="list-style-type: none"> i) checking and finalization of the monthly expenditure statement and its submission to the Ministry as per time schedule; ii) preparation of various reports and returns on Accounts as per time schedule; iii) CAG and Statutory audit; iv) timely deduction and deposit of Income Tax, Profession Tax, TDS, VAT and other taxes; and maintenance of their records; v) preparation of various ledgers; vi) checking of the Expenditure control register; vii) timely payment of Foreign Service Contribution; viii) Proper checking/scrutiny of all kinds of bills before presentation to DDO; ix) Supervision of work entrusted to the juniors in the section; • Shall perform such other duties and functions as assigned to him by the seniors. |
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General terms & conditions for deputation posts:-

- ❖ The period of deputation in r/o Administrative Officer is initially for 03 years & in r/o Accounts Officer is initially for 01 year, which may be extended or shortened.
- ❖ Employees of Central Government/ State Government/ Autonomous Bodies/ Statutory Organisations and Semi- Government Organisations should submit their applications through proper channel. Applications not routed through proper channel and reached after the prescribed time limit, will not be entertained.
- ❖ The application should be contained information in the given proforma with self attested copies of supporting documents.
- ❖ The application should be forwarded by parent Department with the Undertaking that the officers in the event of their selection will be immediately relieved. The applications should also contain certified copies of ACRs/APARs for the last five years, Integrity Certificate, Vigilance Clearance and also a Certificate to the effect that no major/minor penalty was imposed on the officer during the last 10 years..
- ❖ The applications in the prescribed proforma duly filled in along with relevant details may be sent to **“The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094”**. The envelope should be superscribed with the name of the post applied for and reach SRFTI, Kolkata within 45 days from the date of publication of this advertisement along with a Demand Draft (**non-refundable**) of Rs.200/-, drawn in favour of **“Satyajit Ray Film & Television Institute”**, payable at Kolkata. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. 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 06.10.2017**.
- ❖ Interested candidates applying for more than one post, have to submit separate applications along with separate Demand Draft for each post
- ❖ With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 06.10.2017.
- ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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 for direct recruitment

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

Sir,

Sub: **Application for the recruitment to the post of _____ on direct recruitment basis, in SRFTI.**

This has reference to your advertisement published in _____ . on _____ . in connection with recruitment to the post of _____ in Satyajit Ray Film & Television Institute, Kolkata, on direct recruitment basis.

2. I would like to apply for the post of _____ .. in Satyajit Ray Film & Television Institute, Kolkata, on direct recruitment 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 06.10.2017 | |
| 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

Signature of the Applicant

Format for application for contractual engagement

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 Professor, Producing for Film & Television on Contract basis, in SRFTI.**

This has reference to your advertisement published in _____ on _____ in connection with recruitment to the engagement of _____ in Satyajit Ray Film & Television Institute, Kolkata, on contract basis.

2. I would like to apply for the engagement of _____ in Satyajit Ray Film & Television Institute, Kolkata, 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 06.10.2017 | |
| 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.

Signature of the Applicant

Format for application on deputation basis

The Director,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata 6 700 094

Sir,

Sub: **Application for the engagement of _____ on deputation basis, in SRFTI.**

This has reference to your advertisement published in _____ on _____ in connection with recruitment to the engagement of _____ in Satyajit Ray Film & Television Institute, Kolkata, on deputation basis.

I would like to apply for the engagement of _____ 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 06.10.17:
- 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 I 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./Organization | 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: Officials under the Central Govt./State Govt./Central Autonomous bodies :

- 13. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicated 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 in sufficient:
- 16. Whether belongs to SC/ST/OBC:
- 17. Complete official address of the candidate including telephone number:
- 18. Demand draft No., Date and amount:

Date:

Signature of the applicant

CERTIFICATE

(To be filled 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 up to C.R. Dossier of the officer for the last 5 years, duly attested, are enclosed.

Signatureí í í í í í í í í í í í í í ..

Name & Designation of the Forwarding officer with sealí í í í í í í í í í í í í í ..