



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, Motion Picture Photography, Editing, Sound Recording & Design, Producing for Film & Television and Animation on Films and Television.

Applications are invited from the citizens of India for appointment to the following post. Required qualification and experience is as under:-

S/ N	Name of the Post	Scale of Pay (as per 7 th CPC)	No. of Post	Reser- vation	Mode of recruitment	Age Limit	Educational & other qualifications required	Duties
1)	Lower Division Clerk	Pay Level-2	One	UR	Direct recruitment	<p>27 years</p> <p>[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]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[In case of Casual Workers With Temporary Status or Contractual Employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI as Casual Worker With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p>	<p>Essential :</p> <p>i) 12th 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>Functions & Duties</p> <ul style="list-style-type: none"> • To work under the orders/instructions of the Department/Section In-charge; • To maintain Section Diary, File Register, File Movement Register; • Recording, Typing, Comparing, Despatch; • Preparation of statements related to Academics & Students; • Submission of routine & simple drafts; • Maintenance of records; • Receipt and Despatch of dak; • Routine correspondence, tabulation data; • Preparation of production schedules, various bills, provident fund accounts; • Keeping record of issue and receipt of library books; • Other works allotted by the seniors.

- **UR – Unreserved**

General terms & conditions

- i. 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 certificate, experience etc. and two copies of recent passport size photographs, addressed to **The Registrar, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**". 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 16.03.2018**.
- ii. The envelope shall be superscribed with the name of the post applied for and reach SRFTI, Kolkata within **three weeks** from the date of publication of this advertisement along with **a Demand Draft of Rs.100/- (Non- Refundable) drawn in favour of "Satyajit Ray Film & Television Institute, Kolkata" payable at Kolkata**. However, the following categories of applicants are exempted from payment of application fees as per the extant practice of GOI : SC, ST, PH, & Female candidates.
- iii. Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.
- iv. Relaxation of upper age limit will be applicable as per Govt. of India's rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e.**16.03.2018**.
- v. No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
- vi. 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.

Registrar,
SRFTI

Format of application for Direct Recruitment

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

Sir,

Sub: **Application for the post of _____ by 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, by Direct Recruitment basis.

2. I would like to apply for the post of _____ .. in Satyajit Ray Film & Television Institute, Kolkata, by 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 05.03.2018	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	PWD Category (HH / OH)	
13.	Marital Status	
14.	Contact No.	
15.	Email ID	
16.	Present Occupation, if any	
17.	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 caste certificate
d) self-attested copy of disability certificate
e) self-attested copies of certificates of experience
f) two copies of recent passport size photographs
g) DD of Rs.100/-

Signature of the Applicant