



## Special Recruitment Drive for Persons with Disabilities (HH & OH Category)

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 posts. Required qualification and experience is as under:-

S/ N	Name of the Post	Scale of Pay (as per 7 <sup>th</sup> CPC)	No. of Post	Reser- vation	Category	Mode of recruitment	Age Limit	Educational & other qualifications required	Duties
1)	Lighting Assistant	Pay Level-2	One	UR	PWD (HH)	Direct Recruitment under Special Recruitment Drive	27 years  [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]  [Upper age limit is not applicable for regular employees of SRFTI]  [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]  [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]	<b>a) Essential:</b>  i) Matriculation of a recognized Board, or equivalent, or ITI (Electrical) passed  ii) A relevant License issued by the Competent Authority to work in 3 phase 440 volt electric line.  iii) At least FOUR yearsq experience in related field in a Film Studio or equivalent Organisation of repute.  <b>(Candidates are required to produce evidence of work done)</b>	<ul style="list-style-type: none"><li>• To provide skilled assistance to technical requirement of Set lighting and shifting/fixing lights;</li><li>• Operating shooting related electrical lights/accessories;</li><li>• Day-to-day care/maintenance of shooting-lights;</li><li>• To facilitate technical works required in studios/workshops/shootings while working alongside students under training;</li><li>• Watch and ward duty in the above technical areas and shall remain responsible for safety/security of the related equipment;</li><li>• Other works allotted by the seniors.</li></ul>

	Skilled Work Assistant (Film Checking)	Pay Level-1	One	UR	PWD (OH)	Direct Recruitment under Special Recruitment Drive	<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 &amp; Public Sector Enterprises]</p> <p>[In case of Casual Workers With Temporary Status, age relaxation equivalent to the period of service including broken period of service, provided that one stretch of such service is for more than 6 months, as casual labourer, is admissible.]</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><b>Essential:</b></p> <p>i) Madhyamik or equivalent of a recognized Board</p> <p>ii) At least two years experience of checking of films in a film production or distribution organization or a Motion Picture Laboratory of repute.</p>	<ul style="list-style-type: none"> <li>• Film Checking and repairing in respect of the following: <ul style="list-style-type: none"> <li>i) Beginning Leader,</li> <li>ii) Title Cards,</li> <li>iii) Joints,</li> <li>iv) Side Cuts,</li> <li>v) Perforation damage,</li> <li>vi) End Title,</li> <li>vii) End Leader.</li> </ul> </li> <li>▪ To check the Can Labels;</li> <li>▪ To check the Reel Numbers and Marking on the Reels Leader;</li> <li>▪ To check the Reel Change Mark on the Film;</li> <li>▪ To check the print condition;</li> <li>▪ To check the damage marks before and after each screening and to repair, if necessary;</li> <li>▪ To clean prints;</li> <li>▪ To rewind prints after screening;</li> <li>▪ To check Acid formation and decomposition and to report to Head of Deptt., if necessary;</li> <li>▪ To keep record of every Can of Films checked with all details;</li> <li>▪ To maintain Film Lists;</li> <li>▪ Other works assigned by the superiors.</li> </ul>
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- UR – Unreserved
- PWD (HH & OH) – Persons with Disabilities (Hearing Handicapped & Orthopedically Handicapped)

- 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, disability 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.
- iii. Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.
- iv. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules for the vacancies reserved for PWD candidates.
- v. 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**.
- vi. No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
- vii. 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 by Direct Recruitment**  
**Under Special Recruitment Drive for Persons with Disabilities (HH & OH Category)**

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**  
**under Special Recruitment Drive for Persons with Disabilities, 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 under Special Recruitment Drive for Persons with Disabilities.

2. I would like to apply for the post of \_\_\_\_\_ in Satyajit Ray Film & Television Institute, Kolkata, by Direct Recruitment under Special Recruitment Drive for Persons with Disabilities. 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 <b>05.03.2018</b>	
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

\_\_\_\_\_  
Signature of the Applicant