



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)

Phone: (033) 2432-9300, 2432-8355, 2432-8356, FAX 2432-0723/9436

REGISTRAR

Applications are invited from the Indian Nationals for appointment to the post of **Registrar**, on deputation (including short-term contract) in the Satyajit Ray Film & Television Institute, Kolkata, an autonomous academic institution under the Ministry of Information and Broadcasting, Government of India. The Registrar is the head of Administration, Accounts, Security and Estate matters of this Institute. He is responsible for the proper administration of the Institute and for maintenance of discipline therein. Required educational qualification and experience are as under:-

- 1. NAME OF THE POST:** REGISTRAR (01 POST-UR)
- 2. Pay Level:** 11 as per 7th CPC (Pre-revised Pay Scale - PB-3, Rs.15,600-39,100/- + Grade Pay of Rs.6,600/-)
- 3. Age Limit:** The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application i.e. 21 days from the date of publication of the advertisement in the Employment News.

(A) DEPUTATION:

Officers of Central Government/State Government/ Universities/ recognized Research Institutions/Central Autonomous Bodies

(a) (i) holding analogous posts on regular basis

OR

(ii) with at least 5 years service in post in PB-3 (i.e. Rs.15,600-39,100/-) with Grade Pay of Rs.5400/- and having experience in administration, establishment and accounts matters. and

(b) Possessing the following educational qualification:

(i) **ESSENTIAL:**

Graduate from a recognized University.

Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department, shall ordinarily not exceed three years. The pay of the officer selected will be regulated in accordance with the instructions contained in the Department of Personnel & Training O.M. No. 6/8/2009-Estt.(Pay II) dated 17/6/2010, as amended from time to time.

As per DoPT OM dated 17.06.2010 HRA, TA, CEA, LTC, Joining Time Pay, Travelling Allowances and Transfer TA would be regulated with mutual consent of the lending & borrowing organizations.

Application made in the prescribed format (given below) alongwith self attested copies of documents in support of age, educational qualifications and experience may be forwarded to the **%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**. The following categories of applicants are, however, exempted from payment of application fees as per extant practice of GOI - SC, ST, PH, female. The authority forwarding the application may also enclosed copies of the last five years APAR of the applicant. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **within 21 days from the date of notification in the Employment News**.

However, the candidate may send advance copy of the application to this Institute within last date of receipt of application.

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

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e 21 days from the date of publication of the advertisement in the Employment News..

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

Mere possession of prescribed qualifications and experience does not entitle a candidate to be called for interview. Depending on the number of applications, eligible short-listed candidates will be called for test &/or interview (as applicable). Since it is not possible to call all the eligible candidates for interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. Decision of the Institute's authorities shall be final in this regard.

Format for application on **deputation basis**

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

Sir,

Sub: Application for the post of Registrar, on deputation basis, in SRFTI

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

2. I would like to apply for the post of Registrar 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 last date of application :
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 in 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./Orgn.	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: (a) Central Government (b) State Government (c) Universities (d) recognized Research Institutions (e) Central Autonomous Bodies
13. Are you in revised scale of pay? Give the date from which the revision took place and also indicate the pre-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 insufficient.
16. Whether belong to SC/ST/OBC
17. Complete official address of the candidate including telephone number
18. Demand Draft No., Date and Amount

Date:

Yours faithfully,

Signature of the applicant

Certificate

(To be filled in 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 upto date C.R. dossier of the officer for the last 5 years, duly attested, are enclosed.

Signature:

Name & Designation of the forwarding
officer with seal