



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 and other courses on Electronic & Digital Media.

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) | Upper Division Clerk | Pay Level-4 | One | UR | Direct recruitment | 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] [For Casual Workers with Temporary Status and 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 and Contractual employee] | a) Essential: i) 12th Class or equivalent qualification from a recognized Board or University ii) Knowledge of English/Hindi Typewriting at a minimum speed of 35/30 w.p.m. on computer iii) At least three years' Clerical experience in Government Office or Commercial Office of repute; iv) Knowledge of Computer. b) Desirable: i) Knowledge of Hindi. | <ul style="list-style-type: none">• To work under the orders and instructions of the concerned Departmental In-charge;• To put up notes keeping in view of the usual check lists,• To draw attention where necessary to precedents or Rules & Regulations on the subject,• To put up the Guard file, if necessary,• To keep the record of the students, matters related to academics and to co-ordinate between the department and Administration/Accounts in its day-to-day activities.• To prepare notes, drafts memoranda and summaries quoting precedents, references, rules etc.;• To draw out reports, statements and correspondence;• To assist superiors in disposal of complicated or important cases;• To make entries in register regarding nature and number of papers received by him/her for disposal;• To study letters and correspondence and link connected papers on the subject;• To prepare brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, and put them to superior for consideration;• To keep watch over movement of files;• To supervise work of subordinates and assist them in disposal of case correctly and expeditiously;• To maintain prescribed registers;• To do his own typing;• Shall perform such other duties and functions as assigned to him 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 21.11.2018**.
- ii. The envelope shall be superscribed with the name of the post applied for and reach SRFTI, Kolkata within **twenty-one days** 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.**21.11.2018**.
- 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 written test and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for written 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



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| S/N | Name of the Position | No. of Position | Consolidated honorarium per month | Age Limit | Required qualification & experience | Duties |
|-----|----------------------|-----------------|-----------------------------------|-----------|---|---|
| 02 | Consultant (Civil) | One | 40,000/- | Retired | <u>Essential</u> :- i. Degree/Diploma in Civil Engineering ii. Must have retired from Central Govt./ State Govt./ Autonomous bodies, after rendering at least 2 years as Executive Engineer. | <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 by 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.• He will ensure that all civil works are measured in his presence and will certify the measurement for payment / adjustment of advance payment.• Any other works referred to him. |

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.

- ❖ 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 21.11.2018**.
- ❖ The envelope shall be superscribed with the name of the post applied for.
- ❖ 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.

Registrar

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 Consultant (Civil) 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 the last date of receipt of application | |
| 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