



**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 Cinema and other courses on Electronic & Digital Media. Applications are invited from the citizens of India for the recruitment to the following posts in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualification and experience is as under:-

S/N	Name of the Position	No. of Post.	Pay Scale (as per 7 <sup>th</sup> CPC)	Age Limit	Required qualification & experience	Functions & Duties
<b>MODE OF RECRUITMENT : DEPUTATION</b>						
01	Administrative Officer-cum-Security/Estate Manager	01 (one)	Pay Level-7	The maximum age limit for appointment by transfer/ deputation shall be not exceeding 56 years, as on the closing date of receipt of application.	Officers under the Central/State Governments or central Autonomous organizations holding analogous post. OR with at least 5 years regular service in the grade pay of Rs.4200/-, having essential educational and other qualifications as follows:  (i) Degree of a recognized University or equivalent.  (ii) Must have experience in administration, establishment work in a supervisory capacity and dealing Security matters in a Government Office or a Public body or an Autonomous Organization.  (iii) Working Knowledge of Computer operation  <b>Desirable:</b> Knowledge of Government Rules and Regulations.	<ul style="list-style-type: none"><li>• 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;</li><li>• Shall scrutinize proposals for expansion of administrative staff &amp; etc.;</li><li>• 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 &amp; Regulations and implement policy decisions in the matter of administration;</li><li>• 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.;</li><li>• Shall prepare briefs of important administrative matters and Parliament questions, and attend departmental meetings;</li><li>• 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;</li><li>• To supervise the security personnel on duty and maintain discipline amongst security personnel;</li><li>• To co-ordinate fire-fighting personnel in case of fire, if necessary; To ensure future planning – rain water harvesting/ renewable energy/ energy economy-management; waste management; water treatment/drinking water;</li><li>• To supervise the work of Supervisor – Civil &amp; Electrical, Estate Manager and ensure regular civil/electrical maintenance job in the Institute including water supply; To co-ordinate with CCW-Electrical &amp; Civil regarding the regular civil/electrical maintenance job in the entire Institute;</li><li>• To supervise the work of Hostel Warden;</li><li>• To supervise the work of Security Incharge;</li><li>• To supervise the work of campus Caretaker/Estate Officer;</li></ul> 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.

S/ N	Name of the Post	No. of Post	Scale of Pay (as per 7 <sup>th</sup> CPC)	Reservation	Age Limit	Educational & other qualifications required	Duties
<b>MODE OF RECRUITMENT: DIRECT</b>							
2	Hindi Translator	One	Pay Level-6	UR	32 years  [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><b>Essential:</b></p> <p>i) Degree of a recognized University with Hindi and English as elective subjects. ii) At least 5 years' experience of translation from English to Hindi and from Hindi to English. iii) Knowledge in Computer.</p> <p><b>Desirable:</b></p> <p>i) Knowledge of any one of the regional Indian language other than Hindi. ii) Certificate of Translation Training from the Central Translation Bureau, Department of Official Language.</p>	<ul style="list-style-type: none"> <li>• Supervision of Hindi work under Official Language Act;</li> <li>• Shall attend to all types of translation work;</li> <li>• Shall collect information from various offices about the progressive increase in the use of Hindi as an Official Language;</li> <li>• Shall conduct Hindi classes;</li> <li>• To attend meetings of Committees on Official Language;</li> <li>• To make correction in the articles and data for the publication;</li> <li>• Shall ensure Implementation of Rajbhasha (Official Language Act);</li> <li>• To prepare documents and reports in Hindi;</li> <li>• To arrange Hindi training for staff;</li> <li>• To encourage usage of Official language;</li> <li>• To translate written or printed material from one language to one or more languages;</li> <li>• To scrutinise reports, publications, journals, court judgments, rules and other documents written or printed in one language and translate them into required languages;</li> <li>• Holding of Hindi Meetings, Hindi workshops, Hindi Pakhwara;</li> <li>• To ensure timely submission of various reports on Hindi;</li> <li>• Translation of Annual Report, Citizens' Charter, Prospectus and other publications;</li> <li>• Dealing matters on RTI on Hindi;</li> <li>• Shall perform such other duties and functions as assigned to him/her by the senior officers from time to time.</li> </ul>

**General Terms & Conditions for direct recruitment/Deputation:-**

- ❖ 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, PWD & female candidates. The applicant may send the application **by speed post or may drop** in the application box located in Admn. Block of this Institute. **The last date of receipt of application is within 60 days of publication of the advertisement i.e. 13.11.2019**
- ❖ The period of deputation for the post of Administrative Officer-cum-Security/Estate manager will be for one year which may be extended.
- ❖ The envelope shall be superscribed with the name of the post applied for.
- ❖ The applicants who are interested for more than one post may apply separately.
- ❖ Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.
- ❖ Age relaxation will be given to the applicants under SC/ST/OBC/PWD category as per Govt. of India rules. With regard to upper age limits, the crucial date would be the last date for receipt of application.
- ❖ 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/written test and 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.



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**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 7<sup>th</sup> 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.

**(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 :** The Period of deputation will be for one year which may be extended, including the 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's 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 60 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 **i.e. 13.11.2019**

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 60 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.

**APPLICATION FORMAT FOR THE POST OF HINDI TRANSLATOR UNDER DIRECT  
RECRUITMENT**

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

*Paste a recent  
colour  
photograph*

Sir/Madam,

Sub: **Application for the recruitment to the post of Hindi Translator under direct recruitment basis, in SRFTI.**

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

2. I would like to apply for the post of ..... in Satyajit Ray Film & Television Institute, Kolkata, under 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 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 of Rs.200/-

.....  
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 – 700 094

*Paste a recent  
colour  
photograph*

Sir,

Sub: Application for the post of ....., on deputation 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 deputation basis**.

2. I would like to apply for the post 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) with valid Ph. No & e-mail id:
  
03. Date of birth (in Christian Era):
04. Age as on last date of receipt 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 valid telephone number & email id:

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**