

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

EMPLOYMENT NOTICE

Applications are invited from the Indian Nationals for appointment to the post of **Administrative Officer-cum-Security/Estate Manager, Assistant** on **deputation** in the Satyajit Ray Film & Television Institute, Kolkata, an autonomous academic institution under the Ministry of Information and Broadcasting, Government of India.

The details of post and required educational qualification/experience are as under:-

1. a. Name of the post : **ADMINISTRATIVE OFFICER-CUM-SECURITY/ESTATE MANAGER (01 POST-UR)**
- b. Pay Scale : **Pay Level-7 as per 7th CPC (44900-142400)**
- c. 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 from the date of publication of the advertisement in the Employment News.

d. Educational qualification:

Essential:

Officers under the Central/State Governments or central Autonomous organizations holding analogous posts or with at least 2 years regular service in the pay level-7

OR

With at least 6 years regular service in the pay level-6, having essential educational and other qualifications and experience prescribed for direct recruits, are eligible to apply.

AND

- i) Degree of a recognized University or equivalent.
- ii) At least 7 years' experience of administration and establishment work in a supervisory capacity in a Government Office or a Public body or an Autonomous Organization or a Commercial Organisation of repute.
- (iii) At least 5 years' experience of dealing Security matters in a Government Office or a Public body or an Autonomous Organization or a Commercial Organisation of repute.
- (iv) Working Knowledge of Computer operation

Desirable:

Knowledge of Government Rules and Regulations.

2. a. Name of the post : ASSISTANT (01 POST-UR)
- b. Pay Scale : Pay Level-5 as per 7th CPC (29200-92300)
- c. 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 from the date of publication of the advertisement in the Employment News.

d. Educational qualification:

Essential:

Officials under the Central Govt./State Govt./Central Autonomous bodies:

i) Holding analogous posts on regular basis;

OR

With ten years' regular service in posts with pay level-4;

ii. Possessing the following educational qualification:

i) Degree of a recognized University;

ii) Knowledge of Computer.

iii) 5 years' experience of administration and establishment work in a Government Office or a Public body or an Autonomous Organization or a Commercial Organisation of repute

iv) Knowledge of English typing @ minimum 35 w.p.m. on computer

b) Desirable:

i) Knowledge of Hindi

- **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's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/6/2010 & O.M. No.2/15/2017-Estt.(Pay-II) dated 18.10.2018 as amended from time to time.
- As per DoPT Office Memorandum 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"**. **within 30 days (12.09.2022) from the date of notification.** The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. block of this Institute. The application fee is Rs.1200/- for each post which is to be deposited through SBI Collect (Application fee for recruitment). A copy of payment receipt may

be uploaded during submission of form. However, SC, ST, PWD & female applicants are exempted from payment of application fees as per extant practice of GOI.

➤ **How to pay Application fees:-**

How to pay Application fees: **1.** Click open the link <https://www.onlinesbi.com/sbcollect/icollecthome.htm> OR visit www.onlinesbi.com and further click on "SB Collect" which is at the top left, vertically 06th from left to right. **2.** Read the "Terms Used", then tick/ click on the 'check box' and further click on "Proceed". **3.** Select West Bengal in State of Corporate / Institution, then select Educational Institutions in type of Corporate/ Institution and click Go. **4.** Search / Find Satyajit Ray Film and TV Inst in Educational institutions name and click submit. **5.** In the payment category select "Application Fees (Recruitment)". **6.** Once payment is done, please download the payment confirmation receipt and attach the same with the application form. **7.** Digitally store the receipt of payment for future reference.

- Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel. 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.
- Last date for submitting application form : 12.09.2022
- List of eligible candidates will be displayed on SRFTI website. Candidates are requested to follow up the website for updates.
- Written examination and / or Interview will be held for selection of suitable candidate for the above posts. The date, time schedule for the written test and / or interview (off line/online) will be intimated in due course of time.
- With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 12.09.2022.
- Experience for each post will be counted post education qualifications (degree/diploma/certificate). Supporting document is required.
- SRFTI strives to have a workforce which reflects gender equality.
- No interim queries will be entertained. The Institute reserves the right to reject any/all applications without assigning any reason whatsoever, along with not filling up any vacancy.
- 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.

Registrar

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 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 e-mail ID and contact no.:
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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Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.

08. 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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09. Nature of present employment – Ad-hoc / Temporary / Permanent

10. 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. Payment receipt of Rs.1200/-

Date:

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.

Signature:

Name & Designation of the
forwarding officer with seal