



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 possessing educational qualification and experience is as under:-

S/N	Name of the Position	No. of Position	Reservation	Pay Scale (as per 7 th CPC)	Age Limit	Required qualification & experience	Functions & Duties
MODE OF RECRUITMENT : DIRECT							
1	Chief Accounts Officer	01	UR	Level-10 (56100-177500)	37 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]	Essential: i) Degree in Commerce from a recognized university or equivalent ii) Passed ICWA/CA iii) At least ten years professional experience in the field of computerized accounts Desirable: i) Knowledge of Government Rules and Regulations. ii) Post Graduate Diploma in Financial Management (Candidates are required to produce evidence of work done)	To ensure proper maintenance of accounts, accounts books, records of business and financial establishments of the Institute. Shall ensure that prescribed accounting procedures are followed in the institute and account books are properly maintained. Shall ensure maintenance of books and accounts registers in the prescribed forms according to the provisions of the Financial Byelaws of the Institute; Shall supervise the functioning of the subordinates e.g. Jr. Accounts Officer, Accountant, Cashier and other dealinghands engaged in maintenance of accounts and records; Shall scrutinize bills, receipts, payment etc. for proper entries in cashbook, journal, ledger and other records. Shall ensure maintenance of payment records, Bill passing, Record keeping etc.; Shall ensure proper maintenance of records of all taxes, licenses, fees etc., required to be paid by the Institute and also ensure that those are paid in time and kept up-to-date; Shall get the annual budget prepared and consolidated under his supervision and place it before the appropriate authority, SFC/GC/Ministry of I & B for consideration; Shall ensure preparation of final accounts of the Institute showing Receipts & Payments of Accounts, Income & Expenditure and Balance Sheet as per time schedule; Shall ensure that instructions given or objections raised by Audit are carried out or rectified; Shall ensure compliance of relevant provisions of Financial Bye-Laws of SRFTI, GFRs, C.T.R.s, Receipts & Payments Rules, DFP Rules, FRSR, and CCS (CCA) Rules etc.; Shall make periodical and surprise checks of accounts; • Shall advise appropriate authority on financial matters

							<p>including revenue generation and incurring expenditure such as procurement of equipment and other capital goods and other purchases and also disposal of assets, writing off depreciation, award of contract etc.;</p> <ul style="list-style-type: none"> • Shall maintain liaison with the Ministry of Information & Broadcasting, Govt. of India in all financial and accounts matters of the Institute; • Shall perform such other duties and functions as assigned by the Service Bye-Laws, Financial Bye-Laws, Academic Byelaws 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.
2	Projection Room Operator	01	UR	Level-5 (29200-92300)	<p>32 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 & Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[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]</p>	<p>Essential:</p> <p>i) Matriculation of a recognized University or Board</p> <p>ii) Licence or certificate of competency in Cinema Projection from the Competent Authority</p> <p>iii) At least 5 years experience of film projection work in a commercial cinema, theatre or film production organization</p>	<ul style="list-style-type: none"> • Operating cinema projector as per academic requirement and for various events, seminars and etc.; • To provide skilled service for technical requirement of film projection, analogue and digital; film shifting/ carriage and preparing/fixing/operating film projection accessories • Day-to-day care/cleaning of projection equipment. • To facilitate technical works required in film projection during events/students' projects while working alongside students under training; • Watch and ward duty in those technical area; • Shall remain responsible for safety/security of the related equipment; • Shall perform such other duties and functions as assigned to him by the seniors.

MODE OF RECRUITMENT: DIRECT (UNDER SPECIAL RECRUITMENT DRVIE FOR PWD CANDIDATES)

3	Hindi Typist	01	PWD (HH) OR Locomotors Disability (One Leg)	Level-2 (19900- 63200)	<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 & Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</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>a) Essential:</p> <p>i) 12th Class or equivalent qualification from a recognized Board or University;</p> <p>ii) A typing speed of 30 w.p.m. in Hindi on computer. (30 w.p.m. correspond to 9000 KDPH on an average of 5 key depressions for each work)</p> <p>b) Desirable:</p> <p>i) Knowledge of English Typewriting</p>	<p>Receives material for typing;</p> <p><input type="checkbox"/> Typing from manuscripts, reports, statements statistical tables, etc. using typewriter/computer;</p> <p><input type="checkbox"/> Comparing typed matter with manuscript and making corrections wherever necessary;</p> <p><input type="checkbox"/> To assist the Hindi Translator in preparation of different reports, holding of meetings, workshops and all other day to day work;</p> <p><input type="checkbox"/> Other works allotted by the seniors.</p>
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General Terms & Conditions

- ❖ 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**”. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. block of this Institute. **The last date of receipt of application is within 30 days of publication of the advertisement (i.e.12.09.2022)**. 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: **1.**Click open the link <https://www.onlinesbi.com/sbicollect/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.
- ❖ The envelope shall be superscribed with the name of the post applied for.
- ❖ The applicants who are interested to apply for more than one post may apply separately.
- ❖ Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.
- ❖ 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.
- ❖ 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 fixed 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, along with not filling up any vacancy.
- ❖ 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.

Registrar

APPLICATION FORMAT FOR THE POST OF 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 under direct recruitment 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, 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) Payment receipt of Rs.1200/-

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Signature of the Applicant

APPLICATION FORMAT FOR DIRECT RECRUITMENT
UNDER SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

The Registrar,
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 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 last date of receipt of application	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	PWD Category (HH / OL)	
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

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Signature of the Applicant