



Satyajit Ray Film & Television Institute invites applications from the citizens of India for the following engagements, on contract basis for Film and Television Institute, Jollang-Rakap (Jote), Papum Pare, Arunachal Pradesh;

GENERAL TERMS & CONDITIONS

Note:-

- (i) All the engagement will be initially for one year which may be extended subject to reviewing of satisfactory performance.
 - (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, North East Campus.
 - (iv) The selected candidate will be required to join on immediate basis.
 - (v) The selected candidates who wish to avail staff quarter will be charged the rent as per their post/category. However, allotment of staff quarter is subject to availability.
- Interested candidates who fulfill the above requirements shall apply through online application form (google form) only. The link to the application form <https://forms.gle/L2gLyoeo8FUmZiQf6> 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. **Last date for submitting online application form is 28.06.2024 (5 PM).**
- The print out of the application along with copy of all requisite documents shall have to reach to **Registrar, Satyajit Ray Film & Television Institute, EM Bypass Road, Panchasayar, Kolkata : 700094** within 08.07.2024.
- How to pay Application fees:
1. Click open the link <https://www.onlinesbi.sbi/sbicollect>
 2. Select category as Educational Institutions.
 3. **Select the Institution from the list (use search option to Find Satyajit Ray Film and TV Inst).**
 4. **In the payment category select "Application Fees (Recruitment)".**
 5. Fill up the payment detail to proceed for payment.
 6. Once payment is done, please upload the payment confirmation receipt in the application form.
 7. Digitally store the receipt of payment for future reference.
- Interested candidates applying for more than one post should pay fee separately for each post.

CORRIGENDUM NOTICE

With reference to the advertisement for various manpower on contract basis at SRFTI North East Campus, Arunachal Pradesh which has been published on 08.06.2024 in the Employment News and other leading newspapers, **the last date of receipt online application may be read as 28.06.2024 instead of 22.06.2024.**

Registrar, SRFTI

- With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 28.06.2024.
- 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.
- The Institute reserves the right to reject any/all applications without assigning any reason whatsoever, along with not filling up any vacancy.
- For any query, please contact in 033-2432-9300/8355/8356 or mail with office.admin@srfti.ac.in
- Depending on the number of applications, eligible short-listed candidates will be called for trade test and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade 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.

DETAILS OF POSTS

S/ N	Name of the Position	No. of Position	Consolidated honarium per month	Age Limit	Required qualification & experience	Duties
01	Campus Director	01 (One)	Rs.201129/-	Not exceeding 63 years.	<p><u>Essential:</u></p> <p>(i) Graduate from a recognized University.</p> <p>(ii) Minimum 10 years experience in the field of Film /Electronic Media out of which minimum three years of experience in heading an Academic / Professional Institution /University /Department/ Organization of National repute.</p> <p><u>Desirable:</u></p> <p>(i) Being a film maker of repute</p> <p>(ii) Having a post- graduate degree or diploma in cinema from a recognized University or Institute.</p> <p>(iii) Having experience of teaching courses related to films /TV in a recognized University Institution.</p>	<p>Executive In-charge of the all the Administrative related matter.</p> <p>Ex-officio member of all administrative activity-related committees formed by the Governing Council;</p> <p>To function as Controlling Officer of the Administration;</p> <p>To interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities;</p> <p>To function as the Member Secretary of the Academic Council;</p> <p>To ensure holding of Governing Council Meetings and SFC meeting at Through open competitive examination and/or interview. interval;</p> <p>To ensure implementation of the decisions taken in the meeting of the Governing Council and SFC after due approval of the Governing Council and SFC;</p> <p>Shall co-ordinate between the academic and administrative departments and help to resolve any conflict that may emerge.</p> <p>Shall be interfacing and networking with outside Institutions for mutually beneficiary exchange programs, seeking and developing consultancy and research profiles and planning new programs;</p> <p>To co-ordinate and follow-up various administrative needs of academic activities including planning for new infrastructure, faculty development, assistance in major academic events such as conferences, meetings, seminars, workshops, publication, promotion etc.;</p> <p>To function as the Secretary of the joint meetings of the faculty members convened by the Director, to consider matters of common interest to more than one faculty, specific issues of common interest recommended by the individual faculty, any matter referred to by the Dean or by the Director or by the Academic Council etc.;</p> <p>Shall draw out an annual calendar of academic and associated activities and its adherence and communicate the same to all concerned including the Director;</p> <p>Shall ensure formation and proper functioning of Departmental Disciplinary Committee in each department and submit monthly report to the Director;</p> <p>Shall ensure prior notification of the programming of curriculum for the calendar year</p> <p>Shall ensure submission of the monthly reports by all Faculty Members in respect of teaching assignments carried out by them and issue necessary instructions/guidelines on the shortcomings of such report under intimation to the Director in each case;</p> <p>Shall ensure publication of Class Routine and Workshop/Project/Exercise</p>

						<p>Schedule by the respective Departments with a copy to the Director; Shall deal general administration, discipline of the academic departments, students' welfare and settlement of disputes/grievances of the students; Shall assign specific jobs to subordinates in the academic departments, maintain and review Annual Confidential Reports of the faculty members; Shall issue warning & reprimands to students, where necessary; Shall ensure timely action on holding of Convocation and award of Diploma to the students; Shall exercise such other powers and perform such other duties as assigned to him 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 Chairman and the Director from time to time.</p>
02	Deputy Registrar	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i. Post Graduate Degree in any discipline or Engineering Degree from a recognized University/Institute.</p> <p>ii. 15 (fifteen) years' experience in areas of General Administrative/HR/Purchase under Central/State Government/ Autonomous or Statutory Organization/PSU/University or Research/Educational Institution recognized by Government of India or reputed private Organization of which at least 5 (Five) years in Administrative Officer or equivalent designation.</p> <p>Desirable: Knowledge of Govt. Rules and Regulations.</p>	<ul style="list-style-type: none"> · In-charge of Administration, Accounts, Purchase, Maintenance, Security and Estate matters of the Institute; · To function as the 'Appointing Authority' in respect of personnel holding posts carrying Grade Pay upto Rs.4200/- or less; · To act as Disciplinary Authority in respect of the aforesaid category of posts; · Shall act as Member of the DPC/Selection Committee in respect of Group 'B' & 'C' posts of the Institute as & where relevant Recruitment Rules stipulate the same; · To function as D&DO of the Institute and Controlling Officer for traveling allowances in respect of all Group 'B', 'C' & 'D' staff and the competent authority to sanction short term advances; Shall function as Chief Vigilance Officer of the Institute and Chief Public Information Officer under RTI Act, 2005; · Shall act as 'Welfare Officer' in respect of the employees of the Institute; · Shall look after the student affairs except the academic activities; · Shall co-ordinate between the administration and academic wings of the Institute to ensure smooth functioning; · Shall supervise and direct the maintenance jobs & project related jobs of the Institute, as executed by CCW (Civil & Electrical), and take follow-up action; · Shall assist the Director of the Institute in all administrative, academic, accounts and other related matters; · Shall maintain liaison with the Ministry of Information & Broadcasting, Govt. of India in day-to-day functioning of the Institute; · Shall supervise actual execution of different plan schemes and co-ordinate their work. · Shall prepare plan schemes including cost analysis for expansion of the Depts. or particular units of the Depts.; · Shall do analysis and prepare annual, quarterly reports on the functioning and efficiency of the non-academic Depts.; · Shall ensure timely answer/reply of the queries/questions from the Public, Press and the Parliament; · Shall prepare advertisement material for notifying vacancies etc. in the press; · Shall arrange and/or attend departmental, inter-departmental meetings including meetings convened by the Ministry of Information & Broadcasting, Govt. of India as & when required;

						<ul style="list-style-type: none"> · Shall execute Planning and scheduling work of non-academic sections; · Shall deal with non-routine cases referred to him, keep track of paper movement, and hold meetings to discuss sections' work; · Shall look into all matters pertaining to the Institute as arisen from time to time and take necessary step(s) in consultation with the authority (ies) of the Institute so as to settle the same; · Shall arrange Staff training, organization development, seminars/workshops for quality improvement, IT solutions etc.; · Shall maintain records of staff and families, maintain seniority lists of staff members, and provide information to sections; · Shall undertake the jobs related to Public relations; · Shall deal general administration, recruitment, promotion, transfer, discipline, employees' welfare, settlement of disputes;
03	Professor (Direction)	01 (One)	Rs.130692/-	Not exceeding 63 years.	<p>Essential</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Post Graduate Degree or Diploma in cinema or Electronic and Digital Media (at least of two years duration) from a recognized university or institution of repute with specialisation in Direction / Electronic and Digital Media Management / Direction and Screenplay Writing.</p> <p>iii) At least six years professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer including two years of teaching experience in an organisation or institution of repute.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least eight years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer including five years</p>	<ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extra curricular activities-seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Competent Authority. • in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Competent Authority. • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Competent Authority. • in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with the Competent Authority. • Shall ensure effective measures in regard to the Admission of the students;

					<p>teaching experience in a responsible capacity in an Organisation or Institution of repute. OR</p> <p>i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least ten years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer including five years teaching experience in a responsible capacity in an Organisation or Institution of repute.</p> <p>Desirable</p> <p>i) Administrative and / or Managerial experience.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	<ul style="list-style-type: none"> • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; • Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.
04	Professor (Screenplay Writing)	01 (One)	Rs.130692/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Post Graduate Degree or Diploma in Cinema or Electronic and Digital Media (at least of two years duration) from a recognized university or institution of repute with specialization in Direction / Electronic and Digital Media Management / Writing for Electronic and Digital Media / Direction and Screenplay Writing / Screenwriting.</p> <p>iii) At least six years professional experience in Film Direction / Management / Production /</p>	SAME AS SR.NO. 3

				<p>Screenplay Writer / Executive Producer including two years of teaching experience in an organisation or institution of repute. OR</p> <p>i) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least eight years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer including five years teaching experience in a responsible capacity in an Organisation or Institution of repute. OR</p> <p>i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least ten years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer including five years teaching experience in a responsible capacity in an Organisation or Institution of repute.</p> <p>Desirable:</p> <p>i) Administrative and / or Managerial experience.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
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05	Professor (Screen Acting)	01 (One)	Rs.130692/-	Not exceeding 63 years.	<p>Essential</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Post Graduate Degree or Diploma in Cinema or Electronic and Digital Media (at least of two years duration) from a recognized university or institution of repute with specialisation in Acting / Screen Acting.</p> <p>iii) At least six years professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer / Acting including two years of teaching experience in an organisation or institution of repute.</p> <p style="text-align: center;">OR</p> <p>i) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least eight years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer / Acting including five years teaching experience in a responsible capacity in an Organisation or Institution of repute.</p> <p style="text-align: center;">OR</p> <p>i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least ten years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer / Acting including five years teaching experience in a</p>	SAME AS SR.NO. 3
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				responsible capacity in an Organisation or Institution of repute. Desirable i) Administrative and / or Managerial experience. ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.	
06	Associate Professor, Direction	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Cinema specializing in Direction and Screenplay Writing / Producing and Direction in Electronic and Digital Media / Television Direction / Electronic and Digital Media Management from a recognized University or Institute of repute; iii) At least four years of professional experience as Director or Screenplay Writer and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute. OR i) Masters' Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent. ii) At least six years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute or in independent capacity. OR i) Graduate Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <ul style="list-style-type: none"> • Shall implement the syllabus in tune with academic goal of the department; • Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes; • Shall be responsible for designing day-to-day implicational aspects of academics; • Shall be especially responsible for regular upgrading and assessment of the students; • Shall ensure proper utilization of existing physical & human resources; • Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine; • Shall prepare a roster indicating engagement of all members of Faculty covering core programme; • Shall suggest suitable speaker/trainers for specific area of training; • Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students; • Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions; • Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute; • Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon; • Shall supervise, co-ordinate and ensure completion of courses on schedule; • Shall make arrangements for holding examination(s); • Shall take necessary follow up action for expeditious publication of results; • Shall submit proposals suggested for inclusion in annual budget; • Shall take effective measures in regard to the Admission of the students; • Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation; • Shall perform such other duties and functions as assigned to him by the Academic Byelaws of the Institute, as amended from time to time, and as may be assigned to him by the Director/Dean/concerned HOD and other authorities from time to time;

					<p>ii) At least eight years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Direction / Screenplay Writing in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
07	Associate Professor, Screenplay Writing	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Direction and Screenplay Writing / Writing for Electronic and Digital Media / Electronic and Digital Media Management / Screen Writing from a recognized University or Institute of repute;</p> <p>iii) At least four years of professional experience as Film / Television / New Media Screenwriting and Designer and / or teaching experience in Screenwriting in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>iii) At least six years of professional experience as Film / Television / New Media Screenwriting and Designer and / or teaching experience in Screenwriting in an</p>	SAME AS SR.NO. 6

					<p>Organization or Institution of repute or in independent capacity. OR</p> <p>i) Graduate Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) ii) At least eight years of professional experience as Film / Television / New Media Screenwriting and / or teaching experience in Screenwriting in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Screenwriting in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
08	Associate Professor, Cinematography	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Cinema specializing in Motion Picture Photography / Cinematography / Cinematography for Electronic and Digital media from a recognized University or Institute of repute;</p> <p>iii) At least four years of professional experience as Motion Picture Photographer or Cinematographer and / or teaching experience in Cinematography / Cinematography in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or</p>	SAME AS SR.NO. 6

					<p>equivalent.</p> <p>iii) At least six years of professional experience as Motion Picture Photographer or Cinematographer and / or teaching experience in Cinematography / Cinematography in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) ii) At least eight years of professional experience in Motion Picture Photography / Cinematographer and / or teaching experience in Cinematography in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Cinematography in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
09	Associate Professor, Editing	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Editing / Editing for Electronic and Digital Media / Television Editing from a recognized University or Institute of repute;</p> <p>iii) At least four years of professional experience as Film / Television / New Media Editor and / or teaching experience in Editing in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Masters' Degree (preferably in</p>	SAME AS SR.NO. 6

					<p>Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>iii) At least six years of professional experience as Film / Television / New Media Editor and / or teaching experience in Editing in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least eight years of professional experience as Film / Television / New Media Editor and / or teaching experience in Editing in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Editing in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
10	Associate Professor, Sound Recording & Design	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Audiography / Sound Recording and Design / Sound Engineering / Sound recording and Engineering / Sound for Electronic and Digital Media from a recognized University or Institute of repute.</p> <p>iii) At least four years of professional experience as Film / Television / New Media Sound Recordist and Designer and / or teaching experience in Sound in an Organization or Institution of repute or in independent capacity.</p>	SAME AS SR.NO. 6

					<p>OR</p> <p>i) Masters' Degree of a recognized University or equivalent.</p> <p>iii) At least six years of professional experience as Film / Television / New Media Sound Recordist and Designer and / or teaching experience in Sound in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Graduate Degree of a recognized University or equivalent.</p> <p>ii) ii) At least eight years of professional experience as Film / Television / New Media Sound Recordist and Designer and / or teaching experience in Sound in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Sound in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
11	Associate Professor, PFT	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Electronic and Digital Media Management / Producing for Film and Television / Producing and Direction / Direction / Direction and Screenplay Writing / Screenwriting / Writing for Film and Television or similar.</p> <p>iii) At least four years of professional experience in film or audiovisual media production and / or senior level media management positions and / or teaching</p>	SAME AS SR.NO. 6

				<p>experience in Electronic and Digital Media Management / Cinema or Television Production in an Organization or Institution of repute. OR</p> <p>i) Masters' Degree (preferably in Mass Communication / Journalism / Media Management / Film Studies / any allied subjects) of a recognized University or equivalent.</p> <p>ii) At least six years of professional experience in film or audiovisual media production and / or senior level media management positions and / or teaching experience in Electronic and Digital Media Management / Cinema or Television Production in an Organization or Institution of repute. OR</p> <p>i) Graduate Degree (preferably in Mass Communications / Journalism / Media Management / Film Studies / any allied subjects) of a recognized University or equivalent.</p> <p>ii) At least eight years of professional experience in film or audiovisual media production and / or senior level media management positions and / or teaching experience in Electronic and Digital Media Management / Cinema or Television Production in an Organization or Institution of repute.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Electronic and Digital Media Management / Cinema and Television Production in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
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12	Associate Professor (Screen Acting)	01 (One)	Rs.113043/-	Not exceeding 63 years.	<p>Essential</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Acting / Dance / Drama from a recognized University or Institute of repute;</p> <p>iii) At least four years of professional experience in Acting and / or teaching experience in Acting in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theater / Literature / Film Studies) from a recognized University or Institute of repute</p> <p>ii) At least six years of professional experience of Acting in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theater / Literature / Film Studies) from a recognized University or Institute of repute;</p> <p>ii) At least eight years of professional experience of Acting in an Organization or Institution of repute.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience of Acting in an Organization or Institution of repute.</p> <p>ii) Good knowledge of Indian and International animation cinema and television animation and latest Technical Developments in the field.</p>	SAME AS SR.NO. 6
13	Assistant Professor, Direction	01 (One)	Rs.94599/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Cinema specializing in</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable; • Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme; • Shall be responsible for one-to-one student guidance;

				<p>Direction and Screenplay Writing / Producing and Direction in Electronic and Digital Media / Television Direction / Electronic and Digital Media Management from a recognized University or Institute of repute;</p> <p>iii) At least two years of professional experience as Director or Screenplay Writer and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least four years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least six years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Direction / Screenplay Writing in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	<ul style="list-style-type: none"> • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.; • Shall ensure preparation & publication of class routine and workshop/project/exercise schedule; • Shall conduct examination(s) and perform related work in any examination; • Shall evaluate answer scripts of students for respective examinations conducted by the Institute; • Shall undertake internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board; • Shall prepare result and undertake related jobs; • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth running condition of the Department's equipment; • Shall supervise projects and report to HOD. • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
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14	Assistant Professor, Screenplay Writing	01 (One)	Rs.94599/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Direction and Screenplay Writing / Writing for Electronic and Digital Media / Electronic and Digital Media Management / Screen Writing from a recognized University or Institute of repute;</p> <p>iii) At least two years of professional experience as Film / Television / New Media Screenwriting and Designer and / or teaching experience in Screenwriting in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>iii) At least four years of professional experience as Film / Television / New Media Screenwriting and Designer and / or teaching experience in Screenwriting in an Organization or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) ii) At least six years of professional experience as Film / Television / New Media Screenwriting and Designer and / or teaching experience in Screenwriting in an Organization or Institution of repute or in independent capacity.</p>	SAME AS SR.NO. 13
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					<p>Desirable:</p> <p>i) Post Graduate teaching experience in Screenwriting in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
15	Assistant Professor, Animation	01 (One)	Rs.94599/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Animation from a recognized University or Institute of repute;</p> <p>iii) At least two years of professional experience in the field of Animation and / or teaching experience in Animation in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Masters' Degree in Animation from a recognized University or Institute of repute</p> <p>ii) At least four years of professional experience in the field of Animation in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Graduate Degree in Animation from a recognized University or Institute of repute;</p> <p>ii) At least six years of professional experience in the field of Animation and / or teaching experience in Animation in an Organization or Institution of repute.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Animation in an Organization or Institution of repute.</p> <p>ii) Good knowledge of Indian and International animation cinema and television animation and latest</p>	SAME AS SR.NO. 13

					Technical Developments in the field.	
16	Assistant Professor, Screen Acting	01 (One)	Rs.94599/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Acting / Dance / Drama from a recognized University or Institute of repute;</p> <p>iii) At least two years of professional experience in Acting and / or teaching experience in Acting in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Acting / Dance / Drama / Theater / Literature / Film Studies) from a recognized University or Institute of repute</p> <p>ii) At least four years of professional experience of Acting in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Acting / Dance / Drama / Theater / Literature / Film Studies) from a recognized University or Institute of repute;</p> <p>ii) At least six years of professional experience of Acting in an Organization or Institution of repute.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience of Acting in an Organization or Institution of repute.</p> <p>ii) Good knowledge of Indian and International animation cinema and television animation and latest Technical Developments in the field.</p>	SAME AS SR.NO. 13

17	Assistant Professor, Theatre Arts	01 (One)	Rs.94599/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Cinema specialising in Direction and Screenplay Writing / Producing and Direction in Electronic and Digital Media / Television Direction / Electronic and Digital Media Management from a recognized University or Institute of repute;</p> <p>iii) At least two years of professional experience as Director or Screenplay Writer and / or teaching experience in Direction / Screenplay Writing in an Organisation or Institution of repute.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least four years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organisation or Institution of repute or in independent capacity.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least six years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organisation or Institution of repute or in independent capacity.</p> <p>Or</p> <p>i) Master's Degree in Film / Television Studies with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p>	SAME AS SR.NO. 13
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					<p>ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC (CSIR) or similar test accredited by the UGC like NET / SLET.</p> <p>iii) However, the candidates who are or have been awarded a Ph.D degree (in relevant subject) in accordance with the UGC (Minimum Standards and Procedure for award of Ph.D Degree) Regulations, 2009 shall be exempted from the requirement of the Minimum Eligibility Condition of NET/SLET/SET.</p> <p>iv) NET / SLET / SET shall also not be required for such masters programmes in disciplines for which NET / SLET / SET is not conducted.</p> <p>v) At least two years of professional experience in Direction / Screenplay Writing and / or teaching experience in Direction / Screenplay Writing in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Direction / Screenplay Writing in a reputed institute / organization.</p> <p>ii) Good knowledge of Indian and International theatres and latest Technical Developments in the field.</p>	
18	Assistant Professor, Art Direction	01 (One)	Rs.94599/-	Not exceeding 63 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Cinema specializing in Art Direction and / or Production Design from a recognized University or Institute of repute;</p> <p>iii) At least two years of professional experience as Art Director / Production Designer and / or</p>	SAME AS SR.NO. 13

					<p>teaching experience in Art Direction in an Organization or Institution of repute. OR</p> <p>i) Masters' Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent. ii) At least four years of professional experience in Art Direction / Production Design and / or teaching experience in Art Direction / Production Design in an Organization or Institution of repute or in independent capacity. OR</p> <p>i) Graduate Degree (preferably in Theater / Literature / Film Studies) of a recognized University or equivalent. ii) At least six years of professional experience in Art Direction / Production Design and / or teaching experience in Art Direction / Production Design in an Organization or Institution of repute or in independent capacity.</p> <p>Desirable:</p> <p>i) Post Graduate teaching experience in Art Direction / Production Design in a reputed institute / organization. ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	
19	Senior Technical Officer (Maintenance/IT)	01 (One)	Rs.94599/-	Not exceeding 37 years.	<p>Essential:</p> <p>i) B.E. / B. Tech in Computer Engineering / Electronics and Telecommunications / Information Technology / Information Systems / Electronics and Communications / Computer Science from a recognized University or Institute of</p>	<p>To teach the students the new domain of web-casting, digital networking and computer graphics (for animation Department); To supervise development of application software as per functional requirement; Planning/execution for customization of ERP; Maintain the backup of database and other file system; Administration of central database; Administration of website maintenance; In-charge of generation of MIS reports;</p>

					repute; OR i) Master Degree in Computer Science / Computer Applications / Information Systems / Information Technology / Master of Computer Applications / Master of Computer Sciences from a recognized University or Institute or repute; ii) At least 06 years' experience (for Degree holder) and 04 years' experience (for Master Degree Holder) in the functional area of requirement - IT systems / System Administration / Network Administration / Hardware configuration / Software Programming / Academic Project management for academic departments in Central or State Government / Central or State Universities / PSU / Statutory / Autonomous Bodies.	Developing standards of application domain; To work regarding the administration of database server and LAN as per the IT policy of the institute including IT security; Shall be responsible for implementation of a paperless office and respective training of staff; To design and implement Library automation and its surveillance system; To design and develop media backup/archival system for digital film and it's restoration and other policies; Planning IT infrastructure for the animation department which deals with critical digital image processing; To head the IT operation of the Institute.
20	Senior Purchase Officer	01 (One)	Rs.94599/-	Not exceeding 37 years.	Essential: i) Graduate from a recognised University; OR i) Master Degree from a recognised University ii) At least 06 years' experience (for Degree holder) and 04 years' experience (for Master Degree Holder) in purchase, management and control of Engineering stores in a large Govt. Office/Public Sector Organizations/Film Institute of repute/ reputed Manufacturing Organization of Engineering goods; Desirable: i) Degree in Engineering in Electronics & Telecommunication / Electrical / Mechanical from a	<ul style="list-style-type: none"> · To ensure proper monitoring of reusability/spares support/retrieval of the equipment/inventory/manpower; · To monitor the process of management of inventories comprising costly and sophisticated equipment right from their procurement to receipt/issue of the same; · To monitor and supervise new civil works executed by the different performing agencies; · To arrange for the disposal of the condemned/surplus equipment/other items as and when necessary; · To arrange for physical verification of assets comprising equipment and consumables; · Shall be responsible for general administration of the Purchase/Stores Section; · To look after the hiring out/utilization/promotion of infrastructure/resources to effect revenue generation; · Estate development & promotion for revenue earning; · Planning for development of infrastructure facilities and its execution to effect revenue generation; · To co-ordinate amongst the departments/sections to maintain parity/commonality to inventory effecting economy; · 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 and other senior officers from time to time.

					<p>recognised University or equivalent ii) Good knowledge of computer; iii) Good knowledge of GFR/GOI Rules</p>	
21	Senior Administrative Officer	01 (One)	Rs.94599/-	Not exceeding 37 years.	<p>Essential: (i) Degree of a recognised University. OR i) Master Degree from a recognised University (ii) At least 06 years' experience (for Degree holder) and 04 years' experience (for Master Degree Holder)of administration, establishment and procurement work in a Government Office or a Public body or an Autonomous Organization or a Commercial Organisation of repute. Desirable: i) Knowledge of Government Rules and Regulations. (ii) Working Knowledge of Computer operation</p>	<p>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; Shall scrutinize proposals for expansion of administrative staff & etc.; 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 & Regulations and implement policy decisions in the matter of administration; 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.; Shall prepare briefs of important administrative matters and Parliament questions, and attend departmental meetings; 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; To supervise the security personnel on duty and maintain discipline amongst security personnel; 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; To supervise the work of Supervisor – Civil & Electrical, Estate Manager and ensure Through open competitive examination and/or interview. civil/electrical maintenance job in the Institute including water supply; To co-ordinate with CCW-Electrical & Civil regarding the civil/electrical maintenance job in the entire Institute; To supervise the work of Hostel Caretaker; To supervise the work of Security In-charge; To supervise the work of Caretaker; 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.</p>

22	Senior Accounts Officer	01 (One)	Rs.94599/-	Not exceeding 37 years.	<p>Essential: i) Graduate or Master Degree in Finance / Commerce / Economics from a recognized university or an institute of repute. ii) At least 06 years' experience (for Degree holder) and 04 years' experience (for Master Degree Holder) professional experience in accounts / computerized accounting system / software.</p> <p>Desirable: i) Certification from ICWA / CA ii) Diploma in Financial Management iii) Knowledge of Government Rules and Regulations.</p>	<ul style="list-style-type: none"> • 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 dealing hands 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 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.; • Shall maintain liaison with the Ministry of Information & Broadcasting, Govt. of India in all financial and accounts matters of the Institute; • Shall arrange and/or attend departmental, inter-departmental meetings including meetings convened by the Ministry of Information & Broadcasting, Govt. of India as & when required; • Shall ensure maintenance of records of payment documentation, and data feeding of financial transactions; • Shall ensure preparation of periodic returns; • Shall delegate work to juniors; • Shall plan and schedule work of Accounts Section; • Shall deal with non-routine cases referred to him; • Shall keep track of paper movement; • Shall hold intra-section meeting to discuss section's work; • Shall perform such other duties and functions as assigned by the Service Bye-Laws, Financial Bye-Laws, Academic Byelaws and Regulations of the Institute,
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						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.
23	Cameraman	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>a) Essential: i) Graduate degree of a recognized university. ii) Postgraduate Diploma / Degree in cinematography (with minimum two year duration) from a recognised university or institute of repute. ii) At least one year post qualification experience of Motion Picture Photography / Cinematography / Videography in an organization connected to Television / Film.</p> <p>b) Desirable: i) Postgraduate Diploma from Satyajit Ray Film and Television Institute or equivalent</p>	<ul style="list-style-type: none"> • To take active participation in different practicals, workshop, projects etc.; • To supervise the duty of light /Grips/Camera supporting staffs in various student practicals, workshops and projects as assigned by Lighting Incharge and Camera Incharge; • To supervise the inventory list, condition and position of equipment and accessories of Camera/Light/Grip as made by the Incharge of light and camera; • To supervise the maintenance of various equipment and accessories of Light/Grip/Camera done by the concerned Light/Grip/Camera supporting staff respectively; • To process/supervise the material requisitions of expendable items in Light/Grip/Camera whenever required; • To coordinate with the faculty in planning for new inventories and upgradation of existing ones; • To coordinate with the faculty in preparing class schedules and planning; • To impart instructions and demonstrate handling of equipment in a direct role as per academic requirements; • Shall perform such other duties and functions as assigned to him by the Director /Dean or other senior members of faculty from time to time.
24	Production Manager	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>a) Essential: i) Degree of a recognised university or institution. ii) Post Graduate Diploma (of at least two years duration) specialisation in Producing for Film and Television / Direction and Screenplay Writing / Direction and Producing for Electronic and Digital Media / Electronic and Digital Media Management / Media Management from a recognized university or institute of repute. iii) At least three years of professional experience in responsible capacity of managing production, including experience of making arrangements for shooting programmes for film / television / digital media in an organisation or</p>	<ul style="list-style-type: none"> • To organize resources - man/money/machine for Pre-production/Production/ Post production; • To organize permissions and location amenities; • Shall ensure safety/security of the personnel/crews/equipment/Institute's properties; • Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement; • Shall remain responsible for timely completion of projects/assignments within the given parameter; • Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes; • Shall perform such other duties and functions as assigned to him by the Director /Dean/Registrar or other senior members of faculty from time to time.

					<p>institution of repute, or training in such a manner.</p> <p>b) Desirable:</p> <p>i) Administrative / Managerial experience with knowledge of computerized accounting and finance.</p> <p>ii) Knowledge of trends of latest technologies in media and entertainment sector in India and abroad;</p> <p>iii) Good knowledge of computers & Accounts.</p>	
25	System Manager (Information Technology)	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) BE / B.Tech. in Computer Science / Computer Engineering / Information Technology from a recognized University / Institute.</p> <p>OR</p> <p>i) Master Degree in Computer Application / Information Technology / Computer Science from a recognized University / Institute.</p> <p>ii) At least five years' experience in handling digital data including data backup, archiving, coding, compression technology, networking, system administration etc.</p>	<p>To teach the students the new domain of web-casting, digital networking and computer graphics (for animation Department);</p> <p>To supervise development of application software as per functional requirement;</p> <p>Planning/execution for customization of ERP;</p> <p>Maintain the backup of database and other file system;</p> <p>Administration of central database;</p> <p>Administration of website maintenance;</p> <p>In-charge of generation of MIS reports;</p> <p>Developing standards of application domain;</p> <p>To work regarding the administration of database server and LAN as per the IT policy of the institute including IT security;</p> <p>Shall be responsible for implementation of a paperless office and respective training of staff;</p> <p>To design and implement Library automation and its surveillance system;</p> <p>To design and develop media backup/archival system for digital film and its restoration and other policies;</p> <p>Planning IT infrastructure for the animation department which deals with critical digital image processing;</p> <p>To head the IT operation of the Institute.</p>
26	Purchase Officer	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>a) Essential:</p> <p>i) Degree from a recognized University.</p> <p>ii) At least five years' experience in the purchase of Engineering stores in a Government office / Public Sectors / public sector undertakings / reputed manufacturing or marketing organization of engineering goods of repute.</p>	<ul style="list-style-type: none"> To render guidance on purchase and control rules, purchase and supply of equipment, machineries and provision, stationery etc. and award contracts, Shall be responsible for availability of various goods required in the Institute, and also for their proper supply to the actual users; Shall make assessment of the quantity of different items required at specified intervals on the basis of information provided by the actual users; Shall contact producers, manufacturers or the agents to discuss and settle terms and conditions for procurement including the minimum standards or specifications to which the goods must conform; To function as Member-Secretary of the Purchase Committee of the Institute and to ensure implementation of the decision of the Purchase Committee after

					<p>Desirable: i) Degree or Diploma in Engineering from a recognized University. ii) Knowledge of Government Rules and Regulations. (iii) Working Knowledge of Computer operation</p>	<p>observing usual formalities;</p> <ul style="list-style-type: none"> To call tenders from different suppliers and place orders for supplying the required items; To ensure that goods supplied conform to the agreed standards; Shall arrange for proper storage of goods including spraying of pesticides to kill white ants, rats, etc. in case of perishable goods; Shall maintain proper accounts of purchases and supplies; Shall look after general administration of the stores Section and be administrative –in- charge of the Junior staff; Shall perform such other duties and functions as may be assigned to him by the senior Officers from time to time.
27	Administrative Officer	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>Essential: (i) Degree of a recognised University. (ii) At least five 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.</p> <p>Desirable: i. Knowledge of Government Rules and Regulations. ii) Working Knowledge of Computer operation</p>	<ul style="list-style-type: none"> Administering 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; Shall scrutinize proposals for expansion of administrative staff & etc.; 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 & Regulations and implement policy decisions in the matter of administration; 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.; Shall prepare briefs of important administrative matters and Parliament questions, and attend departmental meetings; 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; To supervise the security personnel on duty and maintain discipline amongst security personnel; 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; To supervise the work of Supervisor – Civil & Electrical, Estate Manager and ensure regular civil/electrical maintenance job in the Institute including water supply;

						<ul style="list-style-type: none"> To co-ordinate with CCW-Electrical & Civil regarding the regular civil/electrical maintenance job in the entire Institute; To supervise the work of Hostel Caretaker; To supervise the work of Security Incharge; To supervise the work of Caretaker; 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.
28	Accounts Officer	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) Graduate Degree in Finance / Commerce / Economics from a recognized university or an institute of repute.</p> <p>ii) At least five years professional experience in computerized accounts..</p> <p>Desirable:</p> <p>i) Passed ICWA / CA - Intermediate</p> <p>ii) Diploma in Financial Management</p> <p>iii) Knowledge of Government Rules and Regulations.</p>	<ul style="list-style-type: none"> Shall ensure proper maintenance of accounts, accounts books, records of the Institute. Shall ensure that the prescribed accounting procedure is followed by the Institute and account books are properly maintained; Shall coordinate Cashier, Accountant and other personnel engaged in maintenance of accounts and records and disbursement of cash; Shall scrutinize bills, receipts, payment etc. for proper entries in cashbook, journal, ledger and other records; Shall be responsible for keeping records of all taxes, licenses, fees etc., required to be paid by the Institute and ensure that they are paid in time and kept up-to-date; Shall be responsible for preparation of annual budget Shall be responsible for timely preparation of final accounts such as trial balance, profit and loss statement or balance sheet etc.; Shall ensure compliance of relevant provisions of Financial Bye-Laws of SRFTI, GFRs, C.T.R.s, Receipts & Payments Rules, DFP Rules and FRSR, Shall ensure that instructions given or objections raised by audit are carried out and/or rectified; Shall be responsible for maintenance of records of payment, Bill passing, Record keeping, payment documentation etc. and data feeding of financial transactions; Planning and scheduling work of section; Shall deal with non-routine cases referred to him; Shall keep track of paper movement, and hold meetings to discuss section's work; To deal with the following matters: <ul style="list-style-type: none"> i) checking and finalization of the monthly expenditure statement and its submission to the Ministry as per time schedule; ii) preparation of various reports and returns on Accounts as per time schedule; iii) CAG and Statutory audit; iv) timely deduction and deposit of Income Tax, Profession Tax, TDS, VAT and other taxes; and maintenance of their records; v) preparation of various ledgers; vi) checking of the Expenditure control register; vii) timely payment of Foreign Service Contribution; viii) Proper checking/scrutiny of all kinds of bills before presentation to

						DDO; ix) Supervision of work entrusted to the juniors in the section; • Shall perform such other duties and functions as assigned to him by the seniors. •
29	Assistant Library and Information Officer	01 (One)	Rs.74091/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>ii) Five years professional experience in a Library under Central / State Government / Autonomous or Statutory organization / PSU / University or Recognized Educational Institution.</p> <p>iii) Experience in working in audio-visual library.</p> <p>Desirable:</p> <p>i) Master's Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>ii) Diploma in Computer Application from a recognized University or Institute.</p> <p>iii) Good knowledge in film & TV medium.</p> <p>iv)</p>	<ul style="list-style-type: none"> • Shall maintain books, periodicals and other printed matters in library and issue them to readers; • Shall assist in selection of publications to be purchased and receive complementary copies of books, periodicals and other publications from authors/publishers; • Shall be responsible for technical processing of books and other publications and maintenance of records of stocks and issue; • Shall make abstract and summaries of important articles from incoming periodicals; • Shall be responsible for collection of books, entry in register, handling approval memos, bills, Annual reports, Inter library loan, referral service etc.; • Shall assist in conducting physical verification of Library inventory and for updating/categorization/ classification of the inventory; • Shall perform such other duties and functions as assigned to him/her by the Director /Dean/Registrar/Library & Information Officer or other senior officers and members of faculty from time to time.
30	Set Supervisor	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>a) Essential:</p> <p>i) Degree or Post Graduate Diploma in Art Direction/ Set Designing or equivalent from Institute of repute.</p> <p>ii) At least two years' supervisory experience in stage craft or set construction in an organization or institution of repute connected with TV or film production or theatre</p> <p style="text-align: center;">OR</p> <p>i) Degree or its equivalent from a recognized University or Board</p> <p>ii) At least 5 years' supervisory</p>	<ul style="list-style-type: none"> • To render guidance on respective subjects of Art Direction, Designing of Projects, Workshops etc.; • To create an awareness among the students about the visual art and its applications in the Art Direction; • Shall conduct practical classes as per departmental requirements; • To design Sets for the Projects, Workshops as per academic requirements and to prepare budget for the same; • To ensure full Academic, Administrative, Financial and Cost Management and Planning while doing such designs; • To perform such other duties and functions as assigned to him/her by the Director /Dean or other senior officers from time to time.

					experience in stagecraft in an organization or institution of repute connected with TV or film production or theatre.	
31	Senior Projectionist	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) 12th standard (10+2) with science from a recognized Board or equivalent.</p> <p>ii) At least 5 years experience in digital cinema projection work in a commercial cinema, theatre or film production organization</p>	<ul style="list-style-type: none"> To provide skilled services as per technical requirement of film projection, analogue AND digital; film shifting/ carriage; Shall supervise operating cinema projector for various events, seminars etc; To operate cinema projector, as and when required, for various events; Preparing/fixing/operating film projection accessories as per Academic requirement of the Institute; To facilitate technical works required in film projection during events/students' projects while working alongside students under training and shall remain responsible for safety/security of the related equipments; Shall perform such other duties as may be assigned to him by the seniors.
32	Cameraman (Still Photography)	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) Degree. of a recognized University;</p> <p>ii) Diploma in Still Photography from a recognized Institution;</p> <p>iii) At least Two years' experience as Photographer in an Organization of repute.</p> <p>Desirable:</p> <p>i) Good knowledge of Digital Photography and Videography;</p> <p>ii) Comprehensive teaching experience</p> <p>(Candidates are required to produce evidence of work done/ experience)</p>	<ul style="list-style-type: none"> Shall take regular practical classes on still photography; Shall be in charge of still photography Section/laboratory; Shall be responsible for regular maintenance of still cameras, laboratory equipment/inventory; documentation of institute events and archiving etc.; Shall be responsible for the safety/security of the equipment and crew/students involved in still photography; Shall perform such other duties and functions as assigned to him by the Director /Dean or other senior members of faculty from time to time.
33	Editor	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) Degree from a recognized university or equivalent.</p> <p>ii) Post Graduate Diploma / Degree (of at least two years duration) from a recognized university or institution of repute in Editing / Editing for Electronic and Digital Media.</p> <p>iii) At least one year's experience in Editing in an organization or institution connected with</p>	<ul style="list-style-type: none"> To render practical teaching in respective subjects of editing Specialization and common Course; Shall conduct other practical classes and training schedules as per departmental requirements; Shall be responsible for one-to-one student guidance; Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; Shall provide technical assistance to students and supervise their technical requirement specially for the projects; Shall cooperate and assist in practical classes of the students; Shall ensure preventive maintenance and running condition of the Department's

					audiovisual editing / training.	<p>equipments;</p> <ul style="list-style-type: none"> · Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; · Shall carryout assignment with regard to the admission of the students; · Supervise storekeeping of the department; · Shall function as the editor where there is no student editor and any other project. · Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
34	Sound Recordist	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>a) Essential:</p> <p>i) Degree from a recognized university or equivalent.</p> <p>ii) Post Graduate Diploma / Degree (of at least two years duration) from a recognized university or institution of repute in Audiography / Sound Recording / Sound Design or equivalent</p> <p>iii) At least one year's experience in Sound Recording in an organization or institution connected with Sound Recording / training.</p>	<ul style="list-style-type: none"> • To render practical teaching in respective subjects of Sound Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • Shall function as the Recording Engineer where there is no student sound Recordist and any other project. • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
35	Production Assistant	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) At least FIVE years' experience in Film/TV Production in an Organization or Institution connected with Film/TV Production/Training.</p> <p>Desirable:</p> <p>i) Good knowledge of computer and accounts</p> <p>ii) POST GRADUATE Diploma or</p>	<ul style="list-style-type: none"> • To assist Production Manager or carry out job on his-behalf at the actual location- location amenities/arrange transport/boarding-lodging; • To manage emergency situation/requirement; • To facilitate technical/shooting works required in studios/workshops/field-locations while working alongside students under training; watch and ward duty in those technical area; • Shall remain responsible for safety/security of the related equipment/fund allotted; • Other works as assigned by the seniors.

					equivalent in Film or Television Direction / Production or media management from a recognized University or Institute of repute;	
36	Technical Assistant (Maintenance)	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>a) Essential:</p> <p>i) Diploma in Electronics / Electronics & Telecommunication Engineering from a recognized University or Institute.</p> <p>ii) At least five years experience of maintenance and repair of electrical/ electronic equipment.</p> <p>Desirable: Working experience in maintenance of Audio/Visual equipment.</p>	<ul style="list-style-type: none"> To look after the maintenance job of different equipment (except computers) of all departments; Shall adhere to statutory requirements in respect of maintenance of all Equipment and Machineries; To ensure Annual Maintenance Contract (AMC) of the respective Equipment of all Departments; Monitoring, Assessment and Supervision of the maintenance/service carried out by different specialized firms/service providers of different equipment under AMC; To carryout preventive maintenance of equipment/electrical gadgets for smooth functioning of the academics; To design circuits/measures for repairing equipment as per requirement; To offer technical expertise during the process of selection/procurement of equipment and specialized servicing agents/personnel; Coordination and Supervision of Outside Agencies for maintenance and servicing of A.C.s, water coolers, maintenance contracts etc; Shall maintain co-ordination with the Purchase, Accounts and Administration Departments of the Institute for smooth functioning of the Maintenance Deptt; Shall perform such other duties and functions as assigned to him/her by seniors from time to time.
37	Superintendent	03 (Three)	Rs.58986/-	Not exceeding 32 years.	<p>Essential:</p> <p>(i) Degree of a recognised University.</p> <p>(ii) At least 5 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.</p> <p>Desirable:</p> <p>(i) Working Knowledge of Computer operation</p> <p>(ii) Knowledge of Government Rules and Regulations.</p> <p>(iii) Knowledge of Hindi.</p>	<ul style="list-style-type: none"> Shall organize and control all works in the Admn. /Establishment Section; Shall mark the daks in absence of AO; Shall allot duties of staff, co-ordinate and supervise work of the subordinate staff in the Section; Shall look after discipline in the section; Shall be responsible for arrangement of office accommodation, furniture, office equipment etc. Shall prepare briefs of important administrative matters and Parliament questions; shall attend departmental meetings. Shall ensure timely submission of all reports and returns pertaining to establishment; Maintenance of Service Books/Leave Accounts/Personal Files of all Officials; Shall process all Appointment/Promotion/Transfer cases; Fixation of pay of all Officers and Staff; Leave cases including casual leave; To ensure timely supply of uniforms to eligible Gr. 'C' and 'D' staff; Dealing matters under RTI Act; Processing cases relating to Overtime Allowance, Medical Reimbursement Claims and Leave Travel Concession; Shall perform such other duties and functions as assigned to him/her by the senior officers from time to time.

38	Senior Accountant	01 (One)	Rs.58986/-	Not exceeding 32 years.	<p>Essential:</p> <p>i) Degree in Commerce from a recognized university. ii) At least five years professional experience in the field of computerized accounts</p> <p>Desirable:</p> <p>i) Passed ICWA/CA –intermediate ii) Knowledge of Government Rules and Regulations.</p>	<ul style="list-style-type: none"> • Proper maintenance of accounts, accounts books, records of business. To see that prescribed accounting procedure is followed and account books are properly maintained; • Scrutiny of bills, receipts, payment etc. for proper entries in cashbook, journal, ledger and other records; • To keep records of all taxes, licenses, fees etc., required to be paid by the Institute and ensure that they are paid in time and kept up-to-date; • Shall assist in preparation of annual budget; • To get the final accounts such as trial balance, Receipt & Payment statement, Balance Sheet etc. prepared as per time schedule; • To 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 and FRSR; • To do his own typing; • To deal with the following matters: <ul style="list-style-type: none"> i) Monthly expenditure; ii) Various reports and returns on Accounts; iii) CAG and Statutory audit; iv) Income Tax, TDS; v) General ledgers; vi) Expenditure control register; vii) Foreign service contribution; viii) SBG/RE/Final grant and control over Budget; ix) Supervision of work entrusted to the juniors in the section. • Shall perform such other duties and functions as assigned to him by the seniors.
39	Projectionist	01 (One)	Rs.49128/-	Not exceeding 27 years.	<p>Essential:</p> <p>i) 12th standard (10+2) with science from a recognized Board or equivalent. ii) At least 2 years experience in digital cinema 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.
40	Chief Electrician	01 (One)	Rs.43245/-	Not exceeding 27 years.	<p>Essential:</p> <p>i) At least Higher Secondary from recognized Board or equivalent; ii) Must possess a License from the Competent Authority to work in 03 phase 440 volt electric line;</p>	<ul style="list-style-type: none"> • To manage and maintain light inventory for shooting requirement; • To attend to AND to provide skilled assistance to technical requirement-of Setting up of AND shifting AND operating shooting lights, fixing lights primarily for shootings within the campus, • Day-to-day care/maintenance of shooting-equipment. • To facilitate technical works required in studios/workshops/shootings while

					<p>iii) At least four years' experience as an Electrician in an Industrial Undertaking or institute of repute preferably related with film & TV production works.</p> <p>Desirable:</p> <p>i) Posses respective certificate/diploma from ITI (Electrical)</p>	<ul style="list-style-type: none"> working alongside students under training; To watch and ward duty in those technical area; Shall remain responsible for safety/security of the related equipment and students/crew. Shall perform such other duties and functions as may be assigned to him by seniors. 	
41	Upper Clerk	Division	04 (Four)	Rs.43245/-	Not exceeding 27 years.	<p>a) Essential:</p> <p>i) 12th Class or equivalent qualification from a recognized Board or University</p> <p>ii) Knowledge of English/Hindi Typewriting at a minimum speed of 35/30 w.p.m. on computer</p> <p>iii) At least three years' Clerical experience in Government Office or Commercial Office of repute;</p> <p>b) Desirable:</p> <p>i) Knowledge of Hindi.</p> <p>ii) Knowledge of Computer</p>	<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 memorandam 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. .
42	Lower Clerk	Division	03 (Three)	Rs.32991/-	Not exceeding 27 years.	<p>i) 12th Class or equivalent qualification from a recognized Board or University;</p> <p>ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000</p>	<ul style="list-style-type: none"> To work under the orders/instructions of the Department/Section In-charge; To maintain Section Diary, File Register, File Movement Register; Recording, Typing, Comparing, Despatch; Preparation of statements related to Academics & Students; Submission of routine & simple drafts; Maintenance of records; Receipt and Despatch of dak; Routine correspondence, tabulation data;

					KDPH on an average of 5 key depressions for each work)	<ul style="list-style-type: none"> Preparation of production schedules, various bills, provident fund accounts; Keeping record of issue and receipt of library books; Other works allotted by the seniors.
43	Light Boy	02 (Two)	Rs.29970/-	Not exceeding 27 years.	<p>Essential:</p> <p>i) Madhyamik or equivalent of a recognized board.</p> <p>ii) At least one year experience of work in any organisation of repute involved in audiovisual production.</p> <p>Desirable:</p> <p>i) Knowledge of computers is preferable.</p> <p>ii) Should be physically sound enough and amenable to carry out different tasks manually as and when required.</p>	<ul style="list-style-type: none"> To provide skilled assistance to technical requirement of Set lighting and shifting/fixing lights; Operating shooting related electrical lights/accessories; Day-to-day care/maintenance of shooting-lights; To facilitate technical works required in studios/workshops/shootings while working alongside students under training; Watch and ward duty in the above technical areas and shall remain responsible for safety/security of the related equipment; Other works allotted by the seniors.
44	Camera Attendant	02 (Two)	Rs.29970/-	Not exceeding 27 years.	<p>Essential:</p> <p>i) Madhyamik or equivalent of a recognized board.</p> <p>ii) At least one year experience of work in any organisation of repute involved in audiovisual production.</p> <p>Desirable:</p> <p>i) Knowledge of computers is preferable.</p> <p>ii) Should be physically sound enough and amenable to carry out different tasks manually as and when required.</p>	<ul style="list-style-type: none"> Looking after Camera and other equipment, and regular maintenance, help etc. watch and ward duty; To provide skilled assistance to technical requirement of students during projects –setting-up of camera AND shifting AND organizing/ fixing accessories, Day-to-day care/ cleaning/ routine-maintenance of camera-equipment. To facilitate technical works required in studios/workshops/shootings while working alongside students under training. Shall be responsible for the safety/security of the equipment and crew/students involved in shooting. Shall perform such other duties and functions as may be assigned to him by seniors.
45	Media Lab Attendant	02 (Two)	Rs.29970/-	Not exceeding 27 years.	<p>Essential:</p> <p>i) Madhyamik or equivalent of a recognized board.</p> <p>ii) At least one year experience of work in any organisation of repute involved in audiovisual production.</p> <p>Desirable:</p> <p>i) Knowledge of computers is preferable.</p> <p>ii) Should be physically sound enough and amenable to carry out different tasks manually as and when required.</p>	<p>To work under the orders/instructions of the Department/Section In-charge;</p> <p>To keep the office rooms/classrooms/departmental studios, infrastructures ready for official/student activities and to upkeep the same;</p> <p>To carry/deliver the files/letters/matters as per instruction of his seniors;</p> <p>To open office/classrooms;</p> <p>Dusting of tables and chairs;</p> <p>Despatch and diary work;</p> <p>To prepare envelopes, weigh and affix postage stamps on outgoing letters/documents/materials etc.;</p> <p>To supply stationery articles to officials, bind registers, loose files, books etc. and perform other miscellaneous work;</p> <p>To sort out files according to number or other distinguished marks and supply the same to the concerned Clerk/Officer/Department as and when required for use;</p>

						<p>To arrange files in racks or other special receptacles in prescribed order as instructed by the concerned Clerk;</p> <p>To assist the concerned Clerk in stitching papers or typing bundles and marking them;</p> <p>To take inventory of stationery items received from stores and hold the concerned Clerk in getting them entered in registers;</p> <p>To collect indent from the concerned Clerk and supply stationery articles or files to indenters against acknowledgement;</p> <p>Serving tea/coffee/water;</p> <p>Other works assigned by the superiors</p>
46	Grip Attendant	02 (Two)	Rs.29970/-	Not exceeding 27 years.	<p>Essential:</p> <p>i) Madhyamik or equivalent of a recognized board.</p> <p>ii) At least one year experience of work in any organisation of repute involved in audiovisual production.</p> <p>Desirable:</p> <p>i) Knowledge of computers is preferable.</p> <p>ii) Should be physically sound enough and amenable to carry out different tasks manually as and when required.</p>	<p>To work under the orders/instructions of the Department/Section In-charge;</p> <p>To keep the office rooms/classrooms/departmental studios, infrastructures ready for official/student activities and to upkeep the same;</p> <p>To carry/deliver the files/letters/matters as per instruction of his seniors;</p> <p>To open office/classrooms;</p> <p>Dusting of tables and chairs;</p> <p>Despatch and diary work;</p> <p>To prepare envelopes, weigh and affix postage stamps on outgoing letters/documents/materials etc.;</p> <p>To supply stationery articles to officials, bind registers, loose files, books etc. and perform other miscellaneous work;</p> <p>To sort out files according to number or other distinguished marks and supply the same to the concerned Clerk/Officer/Department as and when required for use;</p> <p>To arrange files in racks or other special receptacles in prescribed order as instructed by the concerned Clerk;</p> <p>To assist the concerned Clerk in stitching papers or typing bundles and marking them;</p> <p>To take inventory of stationery items received from stores and hold the concerned Clerk in getting them entered in registers;</p> <p>To collect indent from the concerned Clerk and supply stationery articles or files to indenters against acknowledgement;</p> <p>Serving tea/coffee/water;</p> <p>Other works assigned by the superiors</p>
47	Medical Officer (Part Time)	01 (one)	Rs.38000/-	Not exceeding 63 years.	<p>Educational Qualification:- MBBS (the degree must be recognized by Medical Council of India)</p> <p>Candidate must be Registered with Medical Council of India.</p> <p>Experience:- at least 10 years post-qualification experience in a Govt. Hospital/Reputed Private Hospital or as a private practitioner</p>	<ul style="list-style-type: none"> • He/she would be present from 14-00 hours to 18-00 hours at his/her chamber at SRFTI from Monday to Saturday (including holidays). • He/she would treat students, regular employees of SRFTI and their members of family. • He/she would medically examine all the students at the time of their admission. • He/she would check the medical reimbursement claims submitted by the employees of SRFTI, to ascertain entitlement/ admissibility of the claims, in line with Govt. of India orders/ guidelines. • He or she would advise SRFTI Management regarding referral cases. • He or she would advise SRFTI Management about medical policy to be adopted by SRFTI.

