

SATYAJIT RAY FILM & TELEVISION INSTITUTE
AUTONOMOUS ACADEMIC INSTITUTION
UNDER MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA

In exercise of the power conferred by proviso 11(1) of 'Service Bye-laws' framed in pursuance to Rule 36(1) of "Regulations of Satyajit Ray Film & Television Institute", the following Recruitment Rules hereinafter called as "SRFTI Recruitment Rules 2015 for Library staff", are hereby laid down by Governing Council in supersession of all other Recruitment Rules and amendments thereto.

These Rules will come into effect from the date of its adoption, i.e. 26.08.2015.

These Rules shall apply to all the posts specified in the Schedule.

Power to relax – Where the Governing Council is of the opinion that it is necessary or expedient to do so, it may be order, for reason to be recorded in writing, relax any of the provision of these Rules with respect to any class or category of persons.

Saving – Nothing in these Rules affect reservations, relaxation of age limit and other concessions required to be provided or the Schedule Castes, Schedule Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

(Sanjaya Pattanayak)
Director

SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

Recruitment Rules for the post of Library and Information Officer

(As revised in the 54th meeting of Governing Council held on 26.08.2015)

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| 01. | Name of the post | : | Library and Information Officer |
| 02. | No. of posts | : | 01 (one) |
| 03. | Classification | : | Group 'A' |
| 04. | Scale of pay | : | Pay Band 3 Rs- 15600-39100 with Grade Pay of Rs-6600/- |
| 05. | Whether Selection post or Non-selection post | : | Selection |
| 06. | Age limit for Direct Recruitment | : | Not exceeding 42 years |
| 07. | Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules 1972 | : | N.A. |
| 08. | Educational & other qualifications required for direct recruits | : | <p>a) Essential:</p> <p>i) Master Degree in Library Science or Library and Information Science from 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 Research or Educational Institution.</p> <p>Desirable:</p> <p>i) One year experience of computerizing Library activities in a Library under Central / State Government / Autonomous or Statutory organization / PSU / University or Recognized Research or Educational Institution.</p> <p>ii) One year professional experience in the specific areas of activities pertaining to libraries of a film institute.</p> <p>iii) Diploma in Computer Application from a recognized University or Institute.</p> <p>iv) Good knowledge in film & TV medium.</p> |
| 09. | Whether age & educational qualifications as prescribed for direct recruits will apply in the case of promotees | : | <p>Age-No</p> <p>Educational qualification: No, but must possess at least Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> |
| 10. | Period of probation | : | Two years - for direct recruitment / promotion. |

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| 11. | Method of recruitment whether by direct or by promotion or transfer and percentage of vacancies to be filled by various methods | : | By Promotion failing which by Direct Recruitment / deputation (including short term contract). |
| 12. | In the case of recruitment by promotion/transfer, grades from which promotion to be made | : | <u>Promotion:</u> Assistant Library and Information Officer (ALIO/ALIO-AV) Pay Band 2 Grade Pay Rs. 4600 with SEVEN years' regular service in the grade possessing qualification as in col 8 and successfully completed training of two weeks in the field of Library and Information Science. |
| 13. | Constitution of departmental promotion/selection committee | : | (1) Director (2) Dean (3) One or more outside Experts of eminence from the relevant field to be nominated by Director, SRFTI. |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | : | N.A. |

(Sanjaya Pattanayak)
Director

SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

Recruitment Rules for the post of Assistant Library and Information Officer (Audio Visual)

(As revised in the 54th meeting of Governing Council held on 26.08.2015)

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| 01. | Name of the post | : | Assistant Library and Information Officer (Audio Visual) |
| 02. | No. of posts | : | 01 (one) |
| 03. | Classification | : | Group 'B' |
| 04. | Scale of pay | : | Pay Band-2-Rs- 9300-34800 With Grade Pay of Rs-4600/- |
| 05. | Whether Selection post or Non-selection post | : | Selection |
| 06. | Age limit for Direct Recruitment | : | Not exceeding 32 years |
| 07. | Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules 1972 | : | N.A. |
| 08. | Educational & other qualifications required for direct recruits | : | <p><u>Essential:</u></p> <p>i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>ii) Two 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><u>Desirable:</u></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>Note: Qualifications are relaxable at the discretion of the Institute.</p> |
| 09. | Whether age & educational qualifications as prescribed for direct recruits will apply in the case of promotees | : | Age – No Educational qualification – No, but must possess Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute. |
| 10. | Period of probation | : | Two years for direct recruits |

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| 11. | Method of recruitment whether by direct or by promotion or transfer and percentage of vacancies to be filled by various methods | : | By Promotion failing which by deputation (including short term contract) |
| 12. | In the case of recruitment by promotion/transfer, grades from which promotion to be made | : | Library and Information Assistant in the Pay Band-2 Rs. 9300-34800 Grade Pay Rs. 4200 with five years regular service in the grade. |
| 13. | Constitution of departmental promotion/selection committee | : | (1) Director (2) Dean (3) Registrar (4) One or more outside Experts of eminence from the relevant field to be nominated by Director, SRFTI. |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | : | N.A. |

(Sanjaya Pattanayak)
Director

SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

Recruitment Rules for the post of Library and Information Assistant

(As revised in the 54th meeting of Governing Council held on 26.08.2015)

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| 01. | Name of the post | : | Library and Information Assistant |
| 02. | No. of posts | : | 01 (one) |
| 03. | Classification | : | Group 'B' |
| 04. | Scale of pay | : | Pay Band-2-Rs- 9300-34800 With Grade Pay of Rs-4200/- |
| 05. | Whether Selection post or Non-selection post | : | Not Applicable |
| 06. | Age limit for Direct Recruitment | : | Not exceeding 32 years |
| 07. | Whether benefit of added years of service admissible under rule 30 of CCS (Pension) Rules 1972 | : | N.A. |
| 08. | Educational & other qualifications required for direct recruits | : | <p><u>Essential:</u></p> <p>i) Bachelors Degree in Library Science or Library and Information Science of a recognized University / Institute.</p> <p>ii) Two years professional experience in a Library under Central / State Government / Autonomous or Statutory organization / PSU / University or Recognized Educational Institution.</p> <p><u>Desirable:</u></p> <p>i) Diploma in Computer Application from a recognized University or Institute.</p> <p>Note: Qualifications are relaxable at the discretion of the Institute in the case of candidates otherwise well qualified for reasons to be recorded.</p> |
| 09. | Whether age & educational qualifications as prescribed for direct recruits will apply in the case of promotees | : | N.A. |
| 10. | Period of probation | : | Two years |
| 11. | Method of recruitment whether by direct or by promotion or transfer and percentage of vacancies to be filled by various methods be filled by various methods | : | 100% by Direct Recruitment. |

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| 12. | In the case of recruitment by promotion/transfer, grades from which promotion to be made | : | Not Applicable. |
| 13. | Constitution of departmental promotion/selection committee | : | (1)Registrar (2) Library & Information Officer (3) One or more outside Experts of eminence from the relevant field to be nominated by Director, SRFTI. (4) One Group 'A' Officer of SRFTI to be nominated by Director, SRFTI |
| 14. | Circumstances in which UPSC is to be consulted in making recruitment | : | N.A. |

(Sanjaya Pattanayak)
Director