

Advt. No. : SRFTI/RECTT/2026-27/006

Date : 10.10.2026

Satyajit Ray Film & Television Institute, Kolkata was established by the Government of India a Deemed to be University under Distinct Categories an autonomous educational Institution under the Ministry of Information & Broadcasting in the year 1996. Applications are invited from the citizens of India for the following post on **DIRECT** recruitment in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualification and experience is as under:-

S/ N	Name of the Post	No. of Post	Reser- vation	Pay Scale (as per 7 th CPC)	Age Limit	Required qualification & experience	Functions & Duties
1.	Accounts Officer	01	UR	Level-7 (44900-142400)	32 years (Relaxable for Government servants (other than SRFTI) employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central / States Autonomous Bodies and Public Sector Enterprises). (Upper age limit is not applicable regular employees of SRFTI). (For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them of SRFTI).	Essential : a) Degree in Commerce from a recognized University or equivalent. b) Passed ICWA/CA – intermediate. c) At least Eight years Professional experience in the field of computerized accounts. d) Knowledge of Government Rules and Regulations. Desirable : a) Passed ICWA/CA. b) Diploma in Financial Management. (Candidates are required to produce evidence of work done)	<u>Functions & Duties</u> • 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: 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.
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General Terms & Conditions :-

- ❖ Interested candidates who fulfill the above requirements shall apply through online application form only. The link to the application form is <https://career.srfti.ac.in>. 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: **09.11.2026**. The print out of the filled application along with copy of all requisite documents shall have to forward to **"The Registrar, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094"** within **16.11.2026**
- ❖ 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 & Television Institute).
 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.
- ❖ Experience will be counted post education qualifications (degree/diploma/certificate) with supporting documents.
- ❖ The Experience Certificate must be uploaded in the application form where experience is a mandatory requirement.
- ❖ With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. **09.11.2026**.
- ❖ Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel. However the candidate may send advance copy of the application to this Institute within last date of receipt of application i.e. **09.11.2026**.
- ❖ Age relaxation will be given to the applicants under SC/ST/OBC/PWD category as per Govt. of India rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. **09.11.2026**.
- ❖ SRFTI strives to have a workforce which ref gender equality.
- ❖ The Institute reserves the right to reject any application without assigning any reason whatsoever, along with not filling up any vacancy.
- ❖ Depending on the number of applications, eligible short-listed candidates will be called for trade test/written test and or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test or interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. The decision of the Institute in this regard will be final and binding.

APPLICATION FORMAT FOR THE POST OF
UNDER DIRECT RECRUITMENT

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

Sir/Madam,

*Paste a recent
colour
photograph*

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

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

2. I would like to apply for the post of in Satyajit Ray Film & Television Institute, Kolkata, under direct recruitment basis. The required details are furnished below:-

01.	Name (in block letters)	
02.	Father's / Husband's Name	
03.	Present Address	
04.	Permanent Address	
05.	Date of Birth	
06.	Age as on last date of receipt of application	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact No.	
14.	Email Address	
15.	Present Occupation, if any	

16.	Other Information, if any	
17	SBI Collect details (UTR & Date)	

I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

Encl: a) self-attested copy of certificate as proof of age
b) self-attested copies of certificates of qualifications
c) self-attested copy of certificate of caste
d) self-attested copies of certificates of experience
e) two copies of recent passport size photographs
f) Payment receipt of Rs.1200/-

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Signature of the Applicant