



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 24329436

Satyajit Ray Film & Television Institute, Kolkata intends to engage one retired, male JCO of Indian Army/Navy/Air Force, who fulfils the following criteria, as Hostel Caretaker-cum-Security In-charge, on contract basis, for eleven months:-

S/ N	Name of the Post	No. of Post	Consolidated honorarium per month	Age Limit	Required qualification & experience	Govt. accommodation	Duties
01.	Hostel Caretaker-cum-Security In-charge	01 (one)	Rs.18,000/-	40 to 55 years	Essential: i) He should be a graduate from a recognized University. ii) He should be a retired J.C.O or equivalent iv) He should be fluent in English & Hindi. v) Preferably, he should have experience in managing Hostel/ Mess etc. b) Desirable: i) Knowledge of Computer.	Rent free unfurnished Govt. accommodation would be provided within the Campus.	<ul style="list-style-type: none">As Hostel Caretaker - Duties and responsibilities would be as mentioned in the 'Academic & Associated Bye Law' of SRFTI;As Security In-charge – As per requirement of this Institute.

Note:-

- (i) The engagement will be on contract basis for eleven months.
- (ii) The post is reserved for male candidate only.
- (iii) It will be compulsory on the part of the incumbent to stay in the 'rent free' unfurnished quarters to be provided by the Institute.
- (iv) The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- (v) The contractual engagement shall not confer any right for regularization or absorption in the post.
- (vi) The selected candidate will be required to join positively on 30.08.2010

Interested candidates who fulfill the above requirements, may attend walk-in interview with neatly typed application on plain paper as per the following format addressed to: **The Director, Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094** on the following date:

- I) The date of walk-in-interview for the post of Hostel Caretaker-cum- Security In-charge – at 11.00 hrs. on 21.08.2010 (Saturday) at Admn. Block of this Institute.

FORMAT

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

Sir,

Sub: **Application for the post ofon contract basis in SRFTI.**

This has reference to your advertisement published in on in connection with engagement to the post of in Satyajit Ray Film & Television Institute, Kolkata, **on contract basis**, for eleven months.

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

(1) Name	
(2) Father's Name	
(3) (a) Present Address	
(b) Permanent Address	
(c) Telephone No.	
(4) Date of Birth	
(5) Age (as on the date of walk-in interview)	
(6) Educational Qualification	
(7) Experience	
(8) Nationality	
(9) Religion	
(10) Caste	
(11) Present Occupation, if any	
(11) Other Information, if any	

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

- Encl: a) attested copy of certificate as proof of age
b) attested copies of certificates of qualifications
c) attested copy of certificate of caste
d) attested copies of certificates of experience
e) two copies of recent passport size photographs

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Signature of the Applicant