



**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**  
**(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)**  
**Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723/9436**

Applications are invited from the citizens of India for appointment to the following posts by direct recruitment or deputation, as the case may be, in Satyajit Ray Film & Television Institute, Kolkata in the following Pay Scales plus other allowances, as admissible, as per Govt. of India Rules:

| S/ N | Name of the Post       | No. of Post | Reser- vation | Scale of Pay (Revised)   | Age Limit   | Educational & other qualifications required  | Duties  |
|------|------------------------|-------------|---------------|--|---|--|---|
| 01.  | Professor of Animation | 01 (one)    | UR            | PB-3:<br>Rs.15600-39100/-<br>GP:Rs.7600/-<br><br>MGS:<br>Rs.60,516/- | Not exceeding 52 years<br><br>[Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]<br><br>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies & Public Sector Enterprises]<br><br>[Upper age limit is not applicable for regular employees of SRFTI] | <b><u>Direct Recruitment:</u></b><br><br><b>a) <u>Essential:</u></b><br>i) Degree in Fine Arts from a recognized University;<br>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;<br>iii) At least thirteen years' professional experience &/OR teaching of Graphics/ Animation in a responsible capacity in an Organization or Institution connected with Film or TV Graphics or Training.<br><br><b>OR</b><br>i) Master Degree IN FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institute;<br>ii) At least fifteen years' professional experience and/or teaching experience of Animation in a responsible capacity in an Organization or Institution OF RELATED FIELD.<br><br><b>b) <u>Desirable:</u></b><br>i) Administrative or Managerial experience<br>ii) Good Knowledge of Art and Animation and latest technical developments in the field.<br><br><b>(Candidates are required to produce evidence of professional work done)</b><br><br><b><u>Deputation:</u></b><br><br>Officers under the Central/State Governments or central Autonomous organizations or Universities holding analogous posts or with at least 5 years regular service in the grade pay of Rs.6600/-, having essential educational and other qualifications and experience prescribed for direct recruits, are eligible to apply.<br><br>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department, shall ordinarily | <ul style="list-style-type: none"><li>• Head of the respective Department;</li><li>• Shall look after the departmental administration;</li><li>• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</li><li>• Shall envision the futuristic structuring of the department;</li><li>• Shall ensure dynamic teaching through innovative pedagogy;</li><li>• Shall initiate extra curricular activities - seminars, exchanges, workshops etc;</li><li>• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li><li>• Shall integrate all the streams of theory and practical training within the respective department;</li><li>• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li><li>• Shall publish a job chart indicating the allocation of jobs to the staff;</li><li>• Shall prepare and submit annual performance report of the department to the Dean;</li><li>• Shall contribute and cooperate in matters of inter-departmental requirements;</li><li>• 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;</li><li>• Shall constitute a Departmental Disciplinary Committee;</li><li>• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;</li><li>• Shall be accountable for the entire working of the department;</li><li>• Shall ensure completion of courses on schedule;</li><li>• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean.</li></ul> |

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|-----|-----------------------------------|----------|----|--|---|--|--|
|     |                                   |          |    |  | <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> <p>[In no case (excepting the regular employees of SRFTI) upper age limit should exceed 56 years]</p>  | <p>not to exceed three years.)</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of application).</p>   | <ul style="list-style-type: none"> <li>• Shall assist in Admissions</li> <li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.</li> <li>• Shall exercise such other powers and 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 from time to time.</li> </ul>  |
| 02. | Professor (Production Management) | 01 (one) | UR | <p>PB-3: Rs.15600-39100/-<br/>GP:Rs.7600/-</p> <p>MGS: Rs.60,516/-</p> | <p>Not exceeding 52 years</p> <p>[Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of</p> | <p><b>Direct Recruitment:</b></p> <p>a) <b>Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or POST GRADUATE Diploma or equivalent in Film or Television Direction /Production from a recognized University or Institution of repute;</p> <p>iii) At least thirteen years' professional experience and/or teaching in a responsible capacity in an Organization or Institution of Respective Field</p> <p style="text-align: center;"><b>OR</b></p> <p>i) Master Degree IN MANAGEMENT of a recognized University / INSTITUTE;</p> <p>ii) At least fifteen years' professional experience and/or teaching in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD.</p> <p><b>b) Desirable:</b></p> <p>i) Administrative or Managerial experience;</p> <p>ii) Knowledge of film and TV media and latest trend of promotion / marketing Developments in the field.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p> | <ul style="list-style-type: none"> <li>• Head of the respective Department;</li> <li>• Shall look after the departmental administration;</li> <li>• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</li> <li>• Shall envision the futuristic structuring of the department;</li> <li>• Shall ensure dynamic teaching through innovative pedagogy;</li> <li>• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;</li> <li>• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li> <li>• Shall integrate all the streams of theory and practical training within the respective department;</li> <li>• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li> <li>• Shall publish a job chart indicating the allocation of jobs to the staff;</li> <li>• Shall prepare and submit annual performance report of the department to the Dean;</li> <li>• Shall contribute and cooperate in matters of inter-departmental requirements;</li> <li>• Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over</li> </ul> |

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|     |                                 |          |    | Central/State Autonomous Bodies & Public Sector Enterprises]<br><br>[Upper age limit is not applicable for regular employees of SRFTI]<br><br>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]<br><br>[In no case (excepting the regular employees of SRFTI) upper age limit should exceed 56 years] | <p><b>Deputation:</b></p> <p>Officers under the Central/State Governments or central Autonomous organizations or Universities holding analogous posts or with at least 5 years regular service in the grade pay of Rs.6600/-, having essential educational and other qualifications and experience prescribed for direct recruits, are eligible to apply.</p> <p>(Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department, shall ordinarily not to exceed three years.)</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of application).</p> | <p>the Faculty members and staff of the department;</p> <ul style="list-style-type: none"> <li>• Shall constitute a Departmental Disciplinary Committee;</li> <li>• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;</li> <li>• Shall be accountable for the entire working of the department;</li> <li>• Shall ensure completion of courses on schedule;</li> <li>• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean.</li> <li>• Shall assist in Admissions</li> <li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.</li> <li>• Shall exercise such other powers and 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 and other authorities from time to time.</li> </ul> |   |
| 03. | Associate Professor (Animation) | 01 (one) | UR | <p>PB-3: Rs.15600-39100/-<br/>GP:Rs.6600/-</p> <p>MGS: Rs.52,714/-</p>  | <p>Not exceeding 42 years</p> <p>[Relaxable upto 47 years in case of exceptionally experienced candidate in the relevant field.]</p> <p>[Relaxable for</p>   | <p>a) <b>Essential:</b></p> <p>i) Degree in Fine Arts from a recognized University;<br/>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;<br/>iii) At least eight years' professional experience &amp;/OR teaching of Graphics/ Animation in a responsible capacity in an Organization or Institution connected with Film or TV Graphics or Training.</p> <p style="text-align: center;"><b>OR</b></p> <p>i) Master Degree IN FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institute;</p>  | <ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</li> <li>• Shall be responsible for one-to-one student guidance;</li> <li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li>• Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</li> </ul> |

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|     |   |          |    | <p>Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>ii) At least ten years' professional experience of Animation and/or of teaching experience in a responsible capacity in an Organization or Institution OF RELATED FIELD.</p> <p><b>b) Desirable:</b></p> <p>i) Knowledge of World Art and Animation and latest technical developments in the field of animation/graphics/compositing.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p> | <ul style="list-style-type: none"> <li>• Shall conduct examination(s) and perform related work in any examination;</li> <li>• Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li>• Shall undertake internal assessment of students;</li> <li>• Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li>• Shall prepare result and undertake related jobs;</li> <li>• Shall perform the duties with regard to the admission of the students;</li> <li>• Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li>• Shall supervise projects and report to HOD.</li> <li>• 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.</li> </ul> |  |
| 04. | Assistant Professor (Production Accounting) | 01 (one) | UR | <p>PB-3: Rs.15600-39100/-<br/>GP:Rs.5400/-</p> <p>MGS: Rs.44,536/-</p>  | <p>Not exceeding 37 years</p> <p>[Relaxable upto 42 years in case of exceptionally experienced candidate in the relevant</p>   | <p>a) <b>Essential:</b></p> <p>i) Degree from a recognized University, or equivalent;</p> <p>ii) Degree or post graduate Diploma or equivalent in Business Administration from a recognized University or Institute;</p> <p>iii) At least THREE years' professional experience on Film / TV Production Accounting and/OR respective teaching experience in an organization or Institution of repute.</p> <p><b>b) Desirable:</b></p>  | <ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects/specialization in conventional Film practices AND new emerging Digital/ Electronic Media/ web casting;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements;</li> <li>• Shall be responsible for one-to-one student guidance;</li> <li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities;</li> <li>• Shall prepare &amp; publish class routine or workshop/project/exercise schedule;</li> </ul> |

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|     |          |             |    |  | <p>field.]</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>i) Good knowledge in Film and TV medium in India and abroad.<br/>ii) Good Knowledge in Computer.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>  | <ul style="list-style-type: none"> <li>• Shall conduct examination(s) and perform related work in any examination;</li> <li>• Shall evaluate answer scripts of students for respective examination conducted by the Institute;</li> <li>• Shall make internal assessment of students;</li> <li>• Shall assess the project(s)/exercises in their own capacity or as a member of a assessment board;</li> <li>• Shall prepare result and related jobs;</li> <li>• Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught;</li> <li>• Shall perform the duties with regard to the admission of the students;</li> <li>• Shall perform such other duties &amp; functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.</li> </ul> |
| 05. | Animator | 01<br>(one) | UR | <p>PB-2:<br/>Rs.9300-<br/>34800/-<br/>GP:Rs.4600/-</p> <p>MGS:</p> | <p>Not exceeding 32 Years</p> <p>[Relaxable for Government servants (other than SRFTI</p>   | <p><b>a) <u>Essential:</u></b></p> <p>i) Degree in Fine Arts from a recognized University or Institution or equivalent;<br/>ii)Certificate of completion of course in Animation &amp; Computer Graphics conducted by FTII/NID, or equivalent</p> | <ul style="list-style-type: none"> <li>• Specific practical training/demonstration particularly in new emerging Digital/ Electronic Media- Animation;</li> <li>• To conduct other practical classes and training schedules as per departmental requirements;</li> <li>• Responsible for one-to-one student guidance;</li> <li>• Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and</li> </ul>  |

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|     |                    |          |    | Rs.34,751/-   | <p>employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>iii) At least three years' experience in Animation/ Graphics in an Organization or Institution connected with Film/TV Graphics/Training.</p>   | <p>other Authorities from time to time.</p>   |
| 06. | Production Manager | 01 (one) | UR | <p>PB-2: Rs.9300-34800/-<br/>GP:Rs.4600/-</p> <p>MGS: Rs.34,751/-</p> | <p>Not exceeding 32 years;</p> <p>[Relaxable upto 37 years in case of exceptionally experienced candidate in the relevant field.]</p> <p>[Relaxable for</p>   | <p>a) <b>Essential:</b></p> <p>i) Degree of a recognized University or equivalent;</p> <p>ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production or media management from a recognized University or Institute of repute;</p> <p>iii) At least three years' professional experience in a responsible capacity in a Film Production Organisation of repute including experience of making arrangements for Film Shooting Programmes.</p> <p>b) <b>Desirable:</b></p> <p>i) Administrative/Managerial experience;</p> | <ul style="list-style-type: none"> <li>• To organize resources - man/money/machine for Pre-production/Production/ Post production;</li> <li>• To organize permissions and location amenities;</li> <li>• Shall ensure safety/security of the personnel/ crews/ equipment/Institute's properties;</li> <li>• Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement;</li> <li>• Shall remain responsible for timely completion of projects/assignments within the given parameter;</li> <li>• Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes;</li> </ul> |

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|     |                    |          |     | <p>Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>ii) Good knowledge of Indian and International Cinema;<br/>iii) Good knowledge of computer and accounts</p> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p> | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  |   |
| 07. | Lighting Assistant | 01 (one) | OBC | <p>PB-1: Rs.5200-20200/-<br/>GP: Rs.1900/-<br/>MGS: Rs.15,480/-</p>   | <p>27 Years</p> <p>Relaxable by maximum 3 years for OBC candidates.</p> <p>(Relaxable for Government</p>  | <p>a) <b>Essential:</b></p> <p>i) Matriculation of a recognized Board, or equivalent, or ITI (Electrical) passed</p> <p>ii) A relevant License issued by the Competent Authority to work in 3 phase 440 volt electric line.</p> <p>iii) At least FOUR years' experience in related field in a Film Studio or equivalent Organisation of repute.</p> | <ul style="list-style-type: none"> <li>• To provide skilled assistance to technical requirement of Set lighting and shifting/fixing lights;</li> <li>• Operating shooting related electrical lights/accessories;</li> <li>• Day-to-day care/maintenance of shooting-lights;</li> <li>• To facilitate technical works required in studios/workshops/shootings while working alongside students under training;</li> <li>• Watch and ward duty in the above technical areas and shall remain responsible for safety/security of the related equipment;</li> </ul> |

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|  |  |  |  |  | servants including the employees of SRFTI up to 40 years in accordance with the instructions or orders issued by the Central Government)<br><br>[For Casual and Contractual employees of SRFTI only, relaxable by the number of years of service rendered by them in SRFTI] | (Candidates are required to produce evidence of work done) | Other works allotted by the seniors. |
|--|--|--|--|--|---|--|--------------------------------------|

- UR – Unreserved
- OBC – Other Backward Classes
- PB, GP & MGS stand for ‘Pay Band’, ‘Grade Pay’ & ‘Minimum Gross Salary (with HRA)’, respectively.

Interested candidates who fulfill the above requirements may send their neatly typed application on plain paper as per the following format with the attested copies of certificate of proof of age, qualifications, caste, experience etc. and two copies of recent passport size photographs, addressed to “**The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**”, along with a Demand Draft (non-refundable) of Rs.200/- for Sl. Nos.01 to 06 and Rs.100/- for Sl.No.07, drawn in favour of “**Satyajit Ray Film & Television Institute**”, payable at **Kolkata**. The following categories of applicants are, however, exempted from payment of application fees as per extant practice of GOI - SC, ST, PH, female. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **by 02.01.2012**.

The envelope shall be superscribed with the name of the post applied for.

Interested candidates applying for more than one post, have to submit separate application (along with separate Demand Draft) for each post.

Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.

Age relaxation will be given to applicants of reserved categories (SC/ST/OBC) as per Govt. of India's rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e **02.01.2012**.

Those who applied earlier for the posts mentioned against Sl.Nos. 1 & 2, need not apply again.

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

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.

Format for application by **Direct Recruitment**

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

Sir,

Sub: **Application for the post of \_\_\_\_\_ by Direct Recruitment, in SRFTI.**

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

2. I would like to apply for the post of ..... in Satyajit Ray Film & Television Institute, Kolkata, by Direct Recruitment. 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 02.01.2012              |  |
| 07. | Educational Qualification         |  |
| 08. | Experience                        |  |
| 09. | Nationality                       |  |
| 10. | Religion                          |  |
| 11. | Caste                             |  |
| 12. | Marital Status                    |  |
| 13. | Telephone No.                     |  |
| 14. | Present Occupation, if any        |  |
| 15. | Other Information, if any         |  |
| 16. | Demand Draft No., Date and Amount |  |

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

- Encl: a) 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  
f) Demand Draft of Rs.200/Rs.100/-

.....  
Signature of the Applicant

Format for application on **deputation basis**

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

Sir,

Sub: Application for the post of \_\_\_\_\_, on deputation 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, **on deputation basis**.

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

01. Name of the post applied for:
02. Name & Address (in block letters):
03. Date of birth (in Christian Era):
04. Age as on 02.01.2012:
05. Date of retirement under central/state government/central autonomous bodies rules:
06. Educational and other Qualifications
07. Whether Educational and other qualifications required for the post satisfied.

| Qualification/Experience required | Qualification/Experience possessed by the Officer |
|-----------------------------------|---|
|-----------------------------------|---|

08. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
09. Details of Employment in chronological order: Enclose a separate sheet duly authenticated by your signature if the space below insufficient.

| Office/Instt./Orgn. | Post held | From | To | Scale of pay/ Basic Pay | Nature of duties |
|---------------------|-----------|------|----|-------------------------|------------------|
|---------------------|-----------|------|----|-------------------------|------------------|

10. Nature of present employment – Ad-hoc / Temporary / Permanent
11. In case the present employment is held on deputation/contract basis, please state
  - a. the date of initial appointment
  - b. period of appointment on deputation/contract
  - c. name of the parent office/organization to which you belong.
12. Please state whether working under: (a) Central Government (b) State Government (c) Universities (d) recognized Research Institutions (e) Central Autonomous Bodies
13. Are you in revised scale of pay? Give the date from which the revision took place and also indicate the pre-revised scale
14. Total emoluments per month now drawn
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is insufficient.
16. Whether belong to SC/ST/OBC
17. Complete official address of the candidate including telephone number
18. Demand Draft No., Date and Amount

Date:

Yours faithfully,

Signature of the applicant

**Certificate**

(To be filled in by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found to be correct
2. Certified that the candidate is eligible for the post as per condition mentioned in the circular
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of upto date C.R. dossier of the officer for the last 5 years, duly attested, are enclosed.

Signature:  
Name & Designation of the forwarding officer  
with seal