



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 24320723

Satyajit Ray Film & Television Institute, Kolkata intends to engage Indian Nationals on contract basis, for one year, in the following positions:

S/ N	Name of the Post	No. of Post	Consolidated honorarium per month	Age Limit	Required qualification & experience	Govt. accommodation	Duties
01.	Stenographer	01 (one)	Rs.15,000/-	45 to 65 years	Essential: i) Degree of a recognized University with Certificate in Stenography from a recognized Institute; ii) Minimum Speed of 80/40 w.p.m. in English Shorthand/ Typewriting; iii) Knowledge of Computer. b) Desirable: i) Previous experience in the related field in a Govt. Office or a Commercial Organization of repute.	Govt. accommodation may be provided on deduction of Rs.4500/- per month from the consolidated monthly honorarium.	<ul style="list-style-type: none">• Taking dictations in shorthand and transcribe them;• To receive and open mail and submit it to superiors for information and further action;• To maintain diary to note time, date and place of meetings and other engagement of superiors;• To remind superiors of engagements and to accompany him, if required;• To attend to routine enquires in person in writing or over phone;• To attend to routine correspondence on behalf of superiors;• To assist the concerned officer in his/her day-to-day activities;• To perform such other duties and functions as assigned to him by the Superiors/Officers from time to time.
02.	Library Attendant	01 (one)	Rs.5,000/-	25 to 40 years	Essential: i) Higher Secondary passed from a recognized board or equivalent. ii) Certificate in Library and Information Science from a recognized Govt./Govt. aided Institute. iii) Certificate in computer application from a recognized Govt./Govt. aided Institute.	Govt. accommodation may be provided on deduction of Rs.1500/- per month from the consolidated monthly honorarium.	<ul style="list-style-type: none">• Checks out and receives materials from users of the library.• Retrieves, stacks and distributes books, journals and other audio-visual materials.• Provides information requested by users of the library.• Prepares materials for use, including stamping documents, inserting security strips, and writing call numbers on the library materials.• Sets up and operates audio-visual and other library equipment and accessories.• Prepares text materials for binding.• Sorts and files documents and correspondence.• Updates data/information in computer system .• Undertakes computer related work of the library.

							<ul style="list-style-type: none"> • All other work performed by the Casual worker with temporary status of the library department. • Performs related work as assigned.
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Note:-

- (i) The engagement will be on contract basis for one year.
- (ii) The contract is liable to be terminated by giving two weeks' notice by either side, without assigning any reason.
- (iii) The contractual engagement shall not confer any right for regularization or absorption in the post.

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 dates:

- I) The date of walk-in-interview for the post of Stenographer – at 11.00 hrs. on 07.08.2010 at Admn. Block of this Institute.
- II) The date of walk-in interview for the post of Library Attendant – at 11.00 hrs. on 09.08.201 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 of, on contract basis, for six months**

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 one year.

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

(1) Name	
(2) Father's/Husband'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

SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA

The Institute intends to engage Indian Nationals on contract basis, for one year, in the following positions – Stenographer and Library Attendant against consolidated emoluments of Rs.15,000/- and Rs.5,000/-, respectively. For details, please log on to www.srfti.gov.in.