



# भारतीय फ़िल्म और टेलीविज़न संस्थान, पुणे FILM AND TELEVISION INSTITUTE OF INDIA, PUNE

An autonomous Institute under the  
Ministry of Information and Broadcasting, Govt. of India



## Walk - in Interview for empanelment of the following posts on contract basis

No.	Post and Scale of Pay	Total	No. of vacancies				Upper Age Limit
			Gen	OBC – NCL	SC	ST	
1.	Associate Professor Direction PB3 - Rs15600-39100 + Rs 6600 GP	01			01*		65 years
2.	Assistant Professor Direction PB3 - Rs15600-39100 + Rs 5400 GP	01			01*		65 years
3.	Assistant Professor Cinematography PB3 - Rs15600-39100 + Rs 5400 GP	02			01*	01*	65 years
4.	Demonstrator Cinematography PB1-Rs 5200-20200 + Rs.2400 GP	01	01				40 years
5.	Assistant Professor Screenplay writing PB3 - Rs15600-39100 + Rs 5400 GP	01	01				65 years
6.	Assistant Professor Acting PB3 - Rs15600-39100 + Rs 5400 GP	01	01				65 years
7.	Assistant Professor Art Direction PB3 - Rs15600-39100 + Rs 5400 GP	01		01*			65 years
8.	Assistant Professor Art Direction ( <b>Digital Design &amp; Art</b> ) PB3 - Rs15600-39100 + Rs 5400 GP	01	01				65 years
9.	Assistant IT Manager PB3 - Rs15600-39100 + Rs 5400 GP	01	01				65 years

\* - General candidates may also apply against these reserved posts. Although, preference would be given to the respective reserved category candidates, but in-case no reserved category candidate applies against respective reserved posts or is not found eligible/ suitable for that post, General candidates would be considered/ empanelled against the respective reserved post only for **one year** and then the post will be re-advertised again for the said category.

**Walk – in – Interviews are scheduled on 20.01.2017 from 11.00 am to 4.00 pm**

**Venue:** Conference Hall, Film and Television Institute of India, Law College Road, Pune – 411 004

**Note:** Interested and eligible candidates may report for document verification from **9.00 to 11 am on 20<sup>th</sup> January, 2017** at the Conference Hall, FTII, along with filled up application form, self attested copies of testimonials, all **ORIGINAL DOCUMENTS/ CERTIFICATES** and Demand Draft of **Rs 500/-** drawn in favour of Accounts Officer, FTII, Pune. Candidates can download the required application form and other details from [www.ftiindia.com](http://www.ftiindia.com).

Candidates claiming Other Backward Class – Non Creamy Layer (OBC – NCL) reservation must possess valid OBC – NCL certificate inclusive of Non – Creamy Layer status and which should have been issued either after 01.04.2016 or must state that the same is valid as on date failing which the OBC – NCL claim would not be considered. No TA/ DA is admissible to any candidate inclusive of SC/ ST candidates.

**Candidates not selected need not apply for the same position for next 06 months.**

## **TERMS AND CONDITIONS**

**1. Duration: appointment will be made for a period of 2 (1+1) years.**

**2. Qualifications and Experience:-**

**i) Associate Professor :-**

**a) Essential**

Degree of a recognized University;

Degree or Diploma or equivalent in concerned subject from a recognized University or Institution;

At least 4 years' professional experience of teaching in concerned subject in an institution or organization of repute.

**OR**

Master's Degree of a recognized University or equivalent;

At least 6 years' professional experience in concerned subject including experience of teaching in an institution or organization of repute.

**OR**

Degree of a recognized University or equivalent

At least 8 years' professional experience in concerned subject including experience of teaching in an institution or organization of repute.

Candidates are required to produce evidence of professional work done.

**b) Desirable**

Teaching experience

Good knowledge of Indian and International Cinema.

**ii) Assistant Professor: -**

**a) Essential**

Degree of a recognized University;

Degree or Diploma or equivalent in concerned subject from a recognized University or Institution;

At least 2 years' professional experience including teaching in concerned subject in an organization or institution of repute.

**OR**

Master's Degree of a recognized University;

At least 4 years' professional experience including teaching in concerned subject in an organization or institution of repute.

**OR**

Degree of a recognized University or equivalent;

At least 5 years' professional experience including teaching in concerned subject in an organization or institution of repute.

**b) Desirable**

Good knowledge of Film & TV medium in India and abroad.

**iii) Assistant Professor Art Direction (Digital Design and Art):-**

**(a) Essential**

- i) Bachelors Degree in Graphics and Multimedia or equivalent.
- ii) At least 03 to 04 years teaching and / or professional experience in related subject.
- iii) Must have Sound knowledge of Auto desk and Adobe suits software especially 3 DS MAX, After Effects, Premier Pro, AUTOCAD etc., and an adequate knowledge of Hardware and installation.

**Nature of Work:**

Designing software teaching sessions are spreaded through out the year.

- i) To teach the software mentioned in the syllabus.
- ii) Conducting Set extension module.
- iii) To co-ordinate post production work of department exercises such as Location Design, Miniature where effects are involved.
- iv) Guiding the students for preparing their sets using Software for planning and presentation purpose during exercise and projects.
- v) Maintaining departmental lab in co-ordination with Multimedia Department.
- vi) Any other work assigned by the HOD and Authorities.

**iv) Demonstrator Cinematography:-**

**a) Essential**

- (i) HSC or equivalent of a recognized University or Board.
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(ii) At least 2 years' experience in film industry in a Camera team as Camera Assistant or equivalent

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**v) Assistant Information & Technology Manager:-**

**(a) Essential Qualification:-**

Graduate with MCA or MCM with experience of minimum 3 years or any graduate with experience of minimum 6 years in managing IT infrastructure of an organization, Post production studio.

**Technical:** Training & certifications: MCSA / MCSE / CCNA / RHCE / RHCSA / Virtualisation.

**Preferred Skills:**

- Exposure to configuring and maintaining Microsoft win 2K8 servers and Linux servers.
- Configuring, maintaining enterprise grade Firewall / UTM appliance.
- Understanding of Licensing of various OS and other software products.
- Strong knowledge of Mail, proxy, web, Anti virus, back up servers.
- Strong understanding of Networking protocols.
- Exposure to TSE based application server and/or VDI.
- Working knowledge of Database Mysql.
- Exposure to maintenance of SAN, NAS storage servers, SAN switch (Net App, EMC, HP etc)
- Backup Exec & Tape library : Backup servers Schedule backup and maintain safe copy of data and servers.
- Experience in data handling, managing digital work flow in the field of media, post production studio, production houses will be preferred.

**Work Profile:-**

- To provide assistants to IT Manager.
- Provide Hardware / Systems, Network support to all departments, day to day basis to insure smooth functioning of official work.
- Manage updates and patches for Microsoft OS.
- Maintaining VM ware cluster for optimal performance
- To handle team of network engineer, hardware engineer & manage services cells efficiently.
- Maintenance of all computers, Printers, hardware, network & server, Website updats, etc.

- Website updation: dream viewer, FTP / Managing Internet leased line, Maintaining Wi-Fi networks.
- Maintain inventory of IT assets.
- Handle department in absence of IT Manager.

### 3. Emoluments and deductions:

Name of the post	Emoluments
<b>Associate Professor</b>	Pay of ₹25350/- pm.* In (PB-3) ₹15600-39100 + ₹6600/- GP (approximate salary will be ₹73800/-)
<b>Assistant Professor / Assistant IT Manager</b>	Pay of ₹21000/- pm.* In (PB-3) ₹15600-39100 + ₹5400/- GP (approximate salary will be ₹62400/-)
<b>Demonstrator Cinematography</b>	Pay of ₹9910/- pm.* In (PB-1) ₹5200-20200 + ₹2400/- GP (approximate salary will be ₹29600/-)
<b>* In addition to above he/she will also be entitled to draw Transport Allowance, HRA and Dearness Allowance as applicable to the regular employee from time to time.</b>	

a) Services of superannuated teacher from FTII or any other Government organization, if hired, as Contract Faculty on contract then he / she will be paid emoluments per month as explained above provided such consolidated amount plus pension / PEG does not exceed last salary drawn.

b) The Institution will try to provide the said Contract Faculty a single room accommodation in the campus. In case the accommodation is not available, Contract Faculty will be paid HRA as per FTII rules. Accommodation can not be demanded as a matter of right. If accommodation is provided to the faculty he/she is not entitled for HRA and liable to pay rent.

d) There will not be any deductions / contributions towards Provident Fund or any other pensionary contributions from either side. No other administrative / financial benefits will be applicable to the said Contract Faculty. However, Income Tax, Professional Tax and any other Govt. Tax will be deducted as per rules.

### 4. Leave Rules:

The hired Contract Faculty would be entitled for 2 & ½ days leave per completed month (30 days). However, such leave can be accumulated only up to the hired period and to be consumed within the said hired period. Thereafter, the said leave will lapse automatically. There will be no leave encashment for the said leave. This leave will be in addition to the gazetted holidays, second / fourth Saturday's and Sunday's.

**(a) General:** Leave cannot be claimed as a right. Discretion to refuse or revoke leave is reserved with the Director.

**(b) Sanctioning Authority:** The sanctioning authority for granting the leave will be the Director / Dean but only on the recommendation of the concerned head of the department.

**(c) Vacations:** The said Contract faculty will not be entitled for any vacation.

#### **5. Termination of contract under misconduct or unauthorized absence:**

a) In case of misconduct or inefficiency or any complaints or breach of any rules and regulation as are applicable to the permanent FTII employees, Director is empowered to terminate the services of said Contract Faculty without any notice.

b) The Contract faculty may have to give prior notice of one month to the Director, in case he terminates the contract with the FTII.

c) Hiring the services of contract faculty may be terminated at any time by giving 30 days notice in writing or one month salary in lieu of notice.

d) The said Contract faculty at the time of joining duties may have to furnish a self declaration stating that he/she is/ was not involved in any criminal, antisocial, anti-national, illegal activity and that no existing court or police case is against him/her.

Any falsification of information of relevant eligibility condition/ qualification or personal information would lead to disqualification for appointment.

#### **6. The candidates not selected in this round of interview need not apply for the same position over the next 06 months.**

#### **NOTE :-**

The application should be accompanied by a crossed Demand Draft of ₹500/- (₹ Five Hundred Only) **for each post**, drawn on any Nationalized Bank in favour of Accounts Officer, Film and Television Institute of India, Pune, payable at PUNE. Remittance in cash, postal orders or Cheques will not be accepted. **Applications received without DD will not be considered.**

No Transport allowance will be paid for attending the interview.

Applications in the **prescribed proforma (Annexure-I)** along-with all the supporting documents must be submitted at the time of document verification failing which the candidature of candidate would be cancelled.

No. A-12024/8/2015-Est.



6	Experience (Give in chronological order details of your employment) :			
	Full address of the office, Firm or Institution	Post Held	From	To
7	Experience in any aspects of Film and TV production & craft			
	Full address of the office, Firm or Institution	Post Held	From	To
8	Particulars of copies of attested documents attached	(a) Age Proof (b) Educational Qualification / experience proof (c) Other additional documents as per requirement of the post, if any. (d) (e)		
9	Application Fee Details :			
	Amount of DD	Number & Date of DD	Name of the Issuing Bank	
	<b>₹500/-</b>			
10	E-mail ID -			
	Phone No.			

Date : / /2017

(Signature of the candidate)