



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	Name of the Position	Consolidated** Honorarium Per Month	Total	No. of vacancies				Upper Age Limit
				Open	OBC - NCL	SC	ST	
1.	Associate Professor Direction	₹75840/-	01			01*		65 years
2.	IT Manager	₹75840/-	01	01				65 years
3.	Assistant Professor Cinematography	₹64138/-	01				01*	65 years
4.	Assistant Professor Editing	₹ 64138/-	02	01	01*			65 years
5.	Demonstrator Cinematography	₹30482/-	01	01				40 years
6.	Post-Production Supervisor	₹64138/-	01	01				45 years

\* - Open Category 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.

\*\* - FTII also provides accommodation to faculty members on contract subject to availability. If accommodation is provided, applicable charges shall be deducted per month from consolidated honorarium.

**Walk – in – Interviews are scheduled on 10/ 03/2018 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 **8.30 to 10.30 am on 10/03/2018** 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/- (Non-refundable)** drawn only on any Nationalized Bank in favour of Accounts Officer, FTII, payable at Pune. Candidates can download the required application form and other details from [www.ftiindia.com](http://www.ftiindia.com) .

**FTII strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.**

No TA/DA is admissible to any candidate inclusive of SC/ST candidates.

**Candidates not selected cannot apply for the same position for the 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) IT Manager :-**

**Education:** Bachelor degree from an accredited college or university in Computer Science/ Engineering with MCA or MCM with 8-10 years of professional experience of managing IT infrastructure of an organization.

**Technical:** IT Training / Certifications: MCSA/MCSE, CCNA, RHCE/RHCSA, Virtualisation

**Experience in following Technologies:**

- Exposure to configuring and maintaining Microsoft win 2K8 servers and Linux servers.
- Strong knowledge of Mail, proxy, web, Anti virus, backup servers.
- Strong understanding of Networking protocols.
- Manage Updates and patches for Microsoft OS.
- Exposure to TSE based application server and VDI
- Exposure to maintenance of SAN, NAS storage servers, SAN switch (Net App, EMC)
- Maintaining VMware cluster for optimal performance.
- Backup Exec & Tape library : Schedule backup and maintain safe copy of data and servers.
- configuring, maintaining enterprise grade Firewall / UTM appliance.
- Maintaining Wi-Fi networks. / working knowledge of Database Mysql.
- Website updation : dreamviewer, FTP / Managing Internet leased line.
- Exposure to TSE based application server and VDI

**Job profile of IT Manager :-**

- a) Effective strategic IT planning and implementation to achieve the set target. Oversight of IT performance and Oversee the development and maintenance of the IT strategic plan.
- b) Monitor projects, IT budgets, priorities, standards, procedures, troubleshooting, Systems backups, archiving, disaster recovery and provide expert support to insure smooth running of the Institutes technical infrastructure and ensuring downtime is kept to a minimal, and also for any other project / event undertaken by the Institute. Also to prevent any illegal activity on organizations infrastructure.
- c) To make sure, there is smooth changeover from old system / work flow to the new one.

- d) To periodically review and evaluate how current systems and applications are meeting needs of organization.
- e) Provide assistance, Administration & Maintenance of servers & Institutes infrastructure, like various kinds of computer stations and software etc. Also to Handle Both IT Infra and EDP Projects (Like ERP related).
- f) Coordinate priorities between the IT department and user departments. Review the adequacy and allocation of IT resources in terms of funding, personnel, equipment and service levels and aim for enhancing the productivity of the Institute.
- g) Train / arrange for the training of the faculty & the office staff for software and for emerging technology.
- h) Keep up to date record for all Assets, Computers and Accessories which allotted to different departments or individual persons in the Institute & other equipment received & stored in multimedia department store.
- i) Institute reserves the right to assign any other work / duty in addition to the proposed appointment or otherwise. He/ She will duty bound to execute the same.

**iv) Demonstrator Cinematography :-**

**a) Essential**

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

**v) Post-Production Supervisor :-**

**a) Essential**

Should be a Post-Graduate Diploma Holder from FTII/SRFTI in Film Direction or Film Editing with 1&1/2 years experience in the professional field.

OR

A Master Degree Holder From any University or Institute of repute with 4 years experience in the Media field with at least 2 years experience in Post- Production.

OR

A Graduate of a recognized University with at least 5 years' experience in media field with at least 2 years experience in Post-production.

**b) Desirable**

Knowledge of complete Digital Post Work flow.

#### 4. Emoluments and deductions :

Name of the post	Emoluments
Associate Professor / IT Manager	Pay of ₹25350/- pm.* In (PB-3) ₹15600-39100 + ₹6600/- GP (Consolidated pay of ₹75840/- without accommodation & ₹68235/- with accommodation)
Assistant Professor / Post Production Supervisor	Pay of ₹21000/- pm.* In (PB-3) ₹15600-39100 + ₹5400/- GP (Consolidated pay of ₹64138/- without accommodation & ₹57838/- with accommodation)
Demonstrator Cinematography	Pay of ₹9910/- pm.* In (PB-1) ₹5200-20200 + ₹2400/- GP (Consolidated pay of ₹30482/- without accommodation & ₹27509/- with accommodation)
* 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.	

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.

c) 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.

#### 5. 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, 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.

**6. 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.

**7. 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) **(Non-refundable) for each post**, drawn only 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.



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) etc. (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 : / /2018

(Signature of the candidate)