



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



Applications are invited from the citizens of India for the following engagements, on contract basis, in Film and Television Institute of India, Pune. Required educational qualifications and experience is as under :-

| Sr. No. | Name of the Position | No. of Positions | Consolidated honorarium per month | Age Limit | Required qualification & experience | Duties |
|---------|-------------------------------|------------------|-----------------------------------|-----------------------------------|---|---|
| 1. | Honorary Medical Officer | 01 | ₹10,000/- | Not exceeding 65 years preferably | <p>a) Essential</p> <p>Minimum Educational Qualification : MBBS.</p> <p>The candidate needs to have a minimum five years experience of practice.</p> <p>Medical Officer needs to be present in the consulting room at FTII Campus for minimum 02 hours every day except Sunday.</p> <p>He has to provide medical care to the Students, staff and their family members.</p> | <p>Medical Officer needs to be present in the consulting room at FTII Campus for minimum 02 hours every day except Sunday.</p> <p>He has to provide medical care to the Students, staff and their family members.</p> |
| 2. | Gym Instructor cum Maintainer | 01 | ₹15,000/- | Not exceeding 40 years | <p>Essential</p> <p>Degree of a recognized university</p> | <p>He has to guide students, staff and their families to achieve and maintain good</p> |

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| | | | | preferably | <p>A fitness instructor certificate from a registered institute.</p> <p>A certificate course in First aid and any specific courses like nutrition, muscle conditioning and so on are an added advantages.</p> <p>Knowledge of latest trends in fitness industry is a must.</p> <p>Minimum 5 years of experience as Gym Instructor cum Maintainer.</p> <p>Fluency in English and Hindi.</p> <p>He should be a thorough professional who knows how to keep all motivated to follow fitness programs.</p> | <p>physical health, plan and implement exercise routines as well as giving advice on diets and nutrition.</p> <p>The time schedule of the gym will be from 6.00 to 10.00 am & 5.30 to 9.30 pm.</p> |
| 3. | Consultant (Administration) | 01 | ₹50,000/- | Not exceeding 65 years preferably | <p>Essential</p> <p>The Consultant (Administration) should have adequate knowledge of rules and regulations of the Government of India on the subject of Administration and all Establishments related matters. They should have at least 5 years working experience in the specific field of administration. Retired Government servants (retired from the post of Under Secretary / Deputy Secretary / Director or equivalent from Central Government Ministries/Departments), Ex-Servicemen and retired employees of the Autonomous bodies are also eligible with above mentioned eligibility</p> | <p>The consultant is expected to lend support to administration on all establishment related, legal matters (drafting of para wise comments) & RTI related issues. He is expected to have sound knowledge of rules & regulations of Government, recruitment etc., so as to facilitate matters related to the DPC/MACPs etc. He is also expected to coordinate with various agencies for organisation of SKIFT short</p> |

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| | | | | | criteria. Persons from open market should be at least Post Graduate with at least 5 years working experience in the respective fields. | courses throughout the country. |
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Note :-

- i) The engagement will be on contract basis initially for a period of 06 months & may further be extended subject to functional requirements & performance appraisal.
- ii) The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- iii) The contractual engagement shall not confer any right for regularization or absorption against any post in FTII.
- iv) The selected candidate will be required to join on immediate basis.

Interested candidates who fulfil the above requirements may send their neatly typed application on plain paper as per the following format with the self-attested copies of certificate of proof of age, qualification, caste, experience etc. And two copies of recent passport size photographs, addressed to "The Director, Film and Television Institute of India, Law college Road, Pune-411 004", along with a Demand Draft (non-refundable) of Rs. 500/-, drawn in favour of "Accounts Officer, FTII, payable at Pune". The applicant may send their applications by post or may submit to "Administrative Officer" personally latest by 10/03/2018.

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

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

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

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 10/03/2018.

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.

REGISTRAR

