

1. Qualifications and Experience:**Post at Sr. No. 1: Cameraman (Electronic & Film)****(a) Essential:**

Diploma from FTII in Cinematography or equivalent;

OR

Degree of a recognized University;

At least two years' experience of Motion Picture Photography in an organisation connected to TV/Film.

Candidates are required to produce evidence of professional work done.

Post at Sr. No. 2: Graphic & Visual Assistant**(a) Essential:**

Degree/Diploma in Fine Arts from a recognized University or institution or equivalent;

At least 2 years' experience in Graphics/Animation in an organization or institution connected with Film/TV Graphics/Training.

(b) Desirable

Certificate of completion of Course conducted by FTII or equivalent.

Post at Sr. No. 3: Film Editor

(a) Essential:

Diploma from FTII in Editing or equivalent;

At least 3 years' experience as Film Editor in an organization or institution connected with film editing/ training.

Post at Sr. No. 4: Make-up Artist**(a) Essential:**

Matriculation or equivalent;

At least 5 years' professional experience as a make-up man in an organization or institution connected with Film/TV, Production or Theatre Production.

Post at Sr. No. 5: Laboratory Assistant (Grade – I)**(a) Essential:**

Degree in Chemistry of a recognized University;

At least 3 years' experience in a laboratory as an analytical chemist.

(b) Desirable

Good knowledge of sensitometry

Post at Sr. No. 6: Research Assistant (Technical)**(a) Essential:**

Diploma in Engineering (Electrical) of a recognized University or equivalent;

At least 2 years' experience in development of electronic circuits.

(b) Desirable

Experience in a research organization.

Post at Sr. No. 7: Assistant Security Officer

(a) Essential:

Minimum S.S.C. or equivalent.

Should have served not below the rank of JCO or equivalent rank for not less than 5 years, or an Ex-Police Officer in the rank not below P.S.I.

The following inservice categories of FTII will also be eligible to apply for the post in open selection:

Caretaker/ Upper Division Clerk with at least 5 years regular service in that grade and Senior Stenographer/ Accountant with 3 years regular service in that grade. Essential Educational Qualifications prescribed will not apply to such candidates.

Post at Sr. No. 8: Production Assistant

(a) Essential:

Diploma in Direction from Film and Television Institute of India or equivalent;

OR

Diploma in Production from the National School of Drama or its equivalent

OR

Degree of a recognized University or equivalent,

At least 2 years' experience in Film/TV Production in an organization or institution connected with Film/TV Production/ Training

OR

Matriculation with at least 5 years experience as a Unit Manager or Production Assistant in film studio or film production organization or TV studio or production unit of repute.

Note : Job requires the incumbent to camp in villages often.

Post at Sr. No. 9: Assistant Maintenance Engineer (Mechanical)

(a) Essential:

Diploma in Mechanical Engineering of a recognized Institute or equivalent.

At least two years' experience in mechanical workshop of maintenance and repair of motion picture studio equipment and machinery in a film studio or film production organization manufacturing or marketing motion picture equipment.

Post at Sr. No. 10: Assistant Maintenance Engineer (Electrical)

(a) Essential:

Diploma in Cinema (Sound Recording and Sound Engineering) from the FTII or equivalent.

OR

Degree or Diploma in Electrical Engineering or equivalent of a recognized University or Institute.

At least two years' experience of maintenance and repair of electrical and electronic equipment, preferably in a Film or TV studio or a large engineering organization of repute manufacturing electrical / instruments.

Post at Sr. No. 11: Sound Recordist**(a) Essential:**

Diploma from FTII in Sound Recording and Sound Engineering or equivalent;

At least 3 years' experience in Sound Recording in an organization or institution connected with Sound Recording/Training;

OR

Diploma in Telecommunication Engineering

At least 2 years' professional experience in Sound Recording in an organization or institution connected with Sound Recording/ Training

Post at Sr. No. 12: Laboratory Technician**(a) Essential:**

Matriculation or equivalent of a recognized University or Board.

At least 3 years' experience of film processing work in a Motion Picture Film Processing Laboratory of repute handling work of threading and operating processing machines and compounding of chemicals.

(b) Desirable

Diploma in film processing of a recognized Institute.

Post at Sr. No. 13: Demonstrator (Sound Recording)**(a) Essential:**

Diploma in Sound Recording & Sound Engineering from a recognized Institute, preferably from the Film & TV Institute of India or equivalent.

(b) Desirable

One year experience in Sound Recording either in an independent capacity or at first assistant level.

One year experience of repair, servicing and maintenance of electrical or electronic equipment in a Film Studio, Radio Manufacturing or Marketing organization of repute.

Post at Sr. No. 14: Stenographer

(a) Essential:

12th Class pass or equivalent a recognized University or Board.

Skill test norms:

Dictation: 10 minutes @ 80 wpm

Transcription: 50 minutes (English)& 65 minutes (Hindi) (on computer only)

(b) Desirable

Previous experience as a Stenographer in a Commercial organization or a government office.

Post at Sr. No. 15: Upper Division Clerk

(a) Essential:

Degree of a recognized University or equivalent

Post at Sr. No. 16: Mechanic

(a) Essential:

Matriculation or equivalent of a recognized University or Board.

A certificate of competency or a diploma from the I.T.I. or equivalent as a Fitter Mechanic.

At least 3 years' experience in Maintenance and repair of motion picture laboratory equipment.

(b) Desirable

Diploma in film processing of a recognized Institute.

OR

(a) Essential

Matriculation or equivalent of a recognized University or Board.

(Diploma from a recognized Institute in Radio Engineering) OR (3 years' experience as a skilled worker in a Radio Manufacturing Plant or amplifier manufacturing organization of repute.)

(b) Desirable

Knowledge of the mechanical workshop operations.

OR

(a) Essential

A certificate of competency or a diploma or a trade certificate from I.T.I. or recognized polytechnic or Institute as Wire Mechanic or Fitter Mechanic.

At least 2 years' experience in a large Engineering concern, TV/Film Studio in handling repairs or maintenance of mechanical & electrical equipment or experience of lathe work or carpentry work or electrical wiring and soldering or repair and maintenance of air-conditioning plant.

Post at Sr. No. 17: Hindi Typist – cum – Clerk**(a) Essential:**

Matriculation or equivalent of a recognized University or Board;

Knowledge of Hindi type-writing at a minimum speed of 25 w.p.m.

(b) Desirable

Clerical experience in a Government office or commercial office of repute.

Knowledge of English type-writing.

Post at Sr. No. 18: Carpenter**(a) Essential:**

Matriculation or equivalent pass from a recognized University or Board.

Ability to read and write Hindi and/ or English with ease.

At least two years' experience as a Carpenter in the setting department of a film studio or a furnishing concern of repute.

Post at Sr. No. 19: Driver**(a) Essential:**

Matriculation or equivalent pass from a recognized University or Board.

A driving license for motor cars and heavy duty vehicles issued by the Competent Authority.

Good knowledge of motor mechanism.

At least 3 years' experience of driving heavy duty vehicles in a large firm or private organization of repute.

Ability to read, write Hindi and English with ease.

Familiarity with areas in and around Pune, Bombay and their suburbs.

(b) Desirable

Good knowledge of repairs and maintenance of motor vehicles of various types.

Post at Sr. No. 20: Electrician

(a) Essential:

Matriculation or equivalent pass from a recognized University or Board.

Must possess a wireman's license from the competent authority.

At least 2 years' experience as an Electrician in a film studio or an Industrial Undertaking of repute.

Post at Sr. No. 21: Painter

(a) Essential:

Matriculation or equivalent pass from a recognized University or Board.

Ability to read and write Hindi and/ or English

At least 5 years' experience of background screen painting, special effects, handspray painting, lettering all major Indian languages as well as English, stencil drawing and cutting for set in a film studio or a firm of interior decorators of repute.

Post at Sr. No. 22: Technician

(a) Essential:

Matriculation or equivalent.

(I.T.I. Certificate in Electric Wiring) OR (Wireman's license issued by the competent authority).

At least 2 years' experience as an Electrician in film studio or an industrial undertaking of repute.

(b) Desirable

Experience of instrumentation work.

Post at Sr. No. 23: Multi Tasking Staff (Assistant Carpenter)

(a) Essential:

Matriculation or equivalent pass from a recognized University or Board.

At least 2 years' experience as a Carpenter or Assistant Carpenter in the settings, department of film studio or furniture manufacturing concern of repute.

(b) Desirable

Ability to read and write Hindi and/or English with ease.

Post at Sr. No. 24: Multi Tasking Staff (Laboratory Attendant)**(a) Essential:**

Matriculation or equivalent pass from a recognized University or Board.

Should have worked as an Attendant in a Laboratory.

Working knowledge of Hindi and/or English.

Post at Sr. No. 25: Multi Tasking Staff (Plumber)**(a) Essential:**

Matriculation or equivalent pass from a recognized University or Board and be able to read and write Hindi, Marathi or English.

(b) Desirable

Must have experience of Plumber's work for at least one year, including pipe fitting, cutting, bending, threading and jointing and fixing of pipes for water supply.

Practical knowledge of trenching and masonry work of all sorts jointing of stone ware pipes and proper connection for brick and tile including restoration or road surface.

Practical knowledge of pumping of water of storage tanks and handling various types of valves used in water supply.

Post at Sr. No. 26: Multi Tasking Staff (Cleaner)**(a) Essential:**

Matriculation or equivalent pass from a recognized University or Board.

Should have at least one year's experience as a Cleaner in a transport organization of repute owning a large fleet of motor vehicles.

Post at Sr. No. 27: Multi Tasking Staff (Farash)

(a) Essential:

Matriculation or equivalent pass from a recognized University or Board.

Should have experience of working as a Farash in a Government Office, Local Body or Commercial Organisation of repute.

Post at Sr. No. 28: Multi Tasking Staff (Peon)

(a) Essential:

Matriculation or equivalent pass from a recognized University or Board.

Post at Sr. No. 29: Multi Tasking Staff (Cook cum Chowkidar)

(a) Essential:

Matriculation or equivalent pass from a recognized University or Board.

At least 6 months' experience as a Watchman/Security Guard in a Government Office, Military Establishment, Local Body or a Commercial Organisation of repute. Preference will be given to ex-army personnel.

At least 6 months' experience of cooking in a Hostel or guest house under Government, Military Establishment, Local Body or a Commercial Organisation of repute. Preference will be given to a person having Diploma/Certificate in cooking.

(b) Desirable

Ability to read and write Hindi and or English.

(c) Duties

The person appointed to the post will have to cook for two guests and visitors who stay at the TV Hostel and should also attend to duties as Chowkidar at the TV Hostel according to the schedule of timing fixed by the Security Officer when he was no cooking assignment.

Post at Sr. No. 30: Studio Assistant

(a) Essential

Matriculation or equivalent pass from a recognized University or Board.

(b) Desirable

Experience of Assisting on floor work connected with erection of sets arrangement of lights for Film/ TV/ Theater programme

- 1.1 As regards to educational qualification, the required 10th/ 12th/ ITI/ diploma/ degree or equivalent from a recognized Board/ University or equivalent must have been acquired before closing date of application. As regards to equivalent qualification or equivalent Board/ University, it will be onus of the candidate to obtain & submit necessary equivalence certificate(s) issued by competent authority(ies) while submitting the application form failing which the claim will not be considered.
- 1.2 As per notification of Ministry of Human Resource Development (Ministry of Education) dated 10.06.2015 published in the Gazette of India, all the degrees/