



FILM AND TELEVISION INSTITUTE OF INDIA

DEEMED TO BE UNIVERSITY

LAW COLLEGE ROAD, PUNE-411 004

(A Society registered under the Societies' Registration Act, 1860)

Sub: Filling up of the post of Administrative Officer (PML-8) in the Film and Television Institute of India, Pune on deputation on foreign service terms.

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The Film and Television Institute of India, Pune, is a Society registered under Societies' Registration Act of 1860, also a Deemed to be University under 'Distinct Category' as declared by Ministry of Education. The Institute is fully funded by the Ministry of Information and Broadcasting, Government of India. The Institute is an educational institution imparting training in Film and Television.

2. One post of Administrative Officer in the Pay Matrix Level - 8 is required to be filled by transfer/ deputation basis for a period of 01 year which may be extended for further period of 01 year. The Level from which the deputation is to be made is as under:-

"Officers not below the rank of Section Officers with at least 5 years' service in that grade"

3. The pay of the Officer selected for appointment as Administrative Officer in the Pay Matrix Level - 8 by transfer/ deputation will be regulated in accordance with the instructions contained in Government of India, Department of Personnel and Training O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010 as amended from time to time. It is requested that the application (in duplicate) in the enclosed proforma (Annexure-I) along-with complete and up to date ACRs/APARs for the last five years of the officers who may be willing and could be spared in the event of selection, may be forwarded to this Institute **through proper channel**.

4. While forwarding the application, it may please be verified and certified that the particulars furnished by the Officer are correct and that no vigilance/ disciplinary case is pending or contemplated against the Officer.

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5. Applications of only such officers will be considered as received **through proper channel** and accompanied with (i) bio-data (in duplicate) (ii) photocopies of up-to-date CR dossiers/ ACRs/ APARs of the official for the last five years, duly attested (original ACRs may not be sent) (iii) cadre clearance (iv) vigilance clearance/ integrity certificate and (v) statement giving details of major or minor penalties imposed on the officer, if any.

6. The last date of submission of applications complete in all respect is 30 (thirty) days from the date of publication of advertisement in Employment News/Rozgar Samachar.

REGISTRAR, FTII

No. ADV/2026/1/AO/ Deputation

Dated 15.09.2026

- ANNEXURE-I-

1.	Name	:	
2.	Date of Birth and Age in completed years on last date of application	:	
3.	Date of retirement	:	
4.	Educational Qualifications	:	
5.	i) Present Post held ii) Date from which it is continuously held iii) Pay Matrix Level and pattern of DA (whether Central Government or Industrial DA pattern) iv) Present Pay in the PML (along-with the date from which drawn)	:	
6.	Date of return from the last ex-cadre post, if any	:	
7.	Details of Experience (latest appointment/assignment to be given first)	:	

Sr. No.	Name of post and Employer/assignment held	Period		Scale of Pay with Grade pay/ Pay Matrix Level	Nature of appointment whether ad-hoc or regular	Nature of duties performed in brief
		From	To			

8.	Whether SC/ST/OBC	:	
9.	Any other particulars which are not covered in any of the above columns	:	
10.	Address with Telephone Nos. • Office • Residence Mobile Fax E-mail	:	

Place :

Date :

Signature of the candidate

Certificate to be furnished by the Employer/Head Officer/Forwarding Authority

Certified that the particulars furnished by Shri/Smt. _____ are correct and he/she possess education qualifications and experience mentioned in the vacancy circular.
Also certified that :

- (i) There is no vigilance case pending/contemplated against him/ her.
- (ii) His/ Her complete CR dossier/ACRs/APAR for the last 5 years duly attested (on each page by an officer of the rank of an Under Secretary to the Government of India are enclosed)
- (iii) His/ Her integrity is beyond doubt
- (iv) No Major/Minor penalties have been imposed on him/ her during last 10 years/ list of major/ minor penalties imposed on him during the last ten years is enclosed.

(strike out whichever is not applicable)

**Signature of Officer
not below the rank of
Under Secretary with
stamp indicating the name
and designation of Officer**