



FILM AND TELEVISION INSTITUTE OF INDIA (FTII)
(DEEMED TO BE UNIVERSITY)
LAW COLLEGE ROAD, PUNE-411 004

Applications are invited based on the ANRF Office Memorandum for Scientific and Technical Manpower on Contract basis
(Advt. No. 01/2026 Contractual)

Sr. No.	Name of the Post	Consolidated Emoluments per Month	Number of Posts	Upper Age Limit (as on last date)
1	Scientific Administrative Assistant / Field Worker on contractual basis	₹24,000/- + HRA	1	50
2	Laboratory Assistant / Technician / Project Assistant / Technical Assistant/ Field Assistant on contractual basis	₹27,000/- + HRA	1	50

Note :-

1. Candidates should submit their application on email hod.tvsound@ftii.ac.in
2. Last date for submitting the applications is within 2 weeks from the date of Publication of the Advertisement.
3. Applications will be scrutinized based on eligibility criteria and list of eligible candidates will be displayed on FTII Website and the Eligible candidates will be called for interview.
4. Selection will be based on the performance in the Interview and marks obtained. The Interview process will be conducted in offline mode at FTII, Pune.
8. FTII strives to have a workforce which reflects gender equality.
9. For any query, please contact Shri Issac Newton on 9867233244 between 10.00 am to 5.00 pm on working days.

REGISTRAR, FTII

Date :

TERMS AND CONDITIONS

I. Duration of Empanelment is initially for 01 year, extendable based on performance and project requirements, or until completion of the project, whichever is earlier from the date of announcement of selection (result of interview). The decision of Film and Television Institute of India, Pune in respect of appointment on contract and in respect of duration of contract within the period of empanelment will be final.

II. Qualifications and Experience: -

1. Post : **Scientific Administrative Assistant / Field Worker**

a. **Essential** – Candidates should have

1. Degree from recognized University/ Institute in any discipline.

Note: Candidates are required to provide necessary documents with respect to educational qualification and professional experience along with online application form.

b. **Desirable**

1. Working knowledge of MS Office, Google Workspace and general office software.
2. Experience in project administration, documentation, report preparation and record management.
3. Familiarity with procurement procedures, inventory management and project documentation.
4. Good written and verbal communication skills.
5. Ability to coordinate meetings, workshops, travel and project logistics.
6. Basic understanding of media production, sound, film, television or research environments.
7. Basic experience with Digital Audio Workstations such as Pro Tools, Reaper, Nuendo, Logic Pro or equivalent.
8. Candidates possessing qualifications or professional training in Film, Television, Media, Sound or allied disciplines from FTII or other recognized institutions, together with relevant practical exposure, may be given due weightage.

2. Post : **Laboratory Assistant/Technician/ Project Assistant / Technical Assistant/ Field Assistant**

a. **Essential** – Candidates should have 1 or 2.

1. Bachelor's degree in science from recognized University/ Institute.

OR

2. 3years Diploma in Engineering & Technology from a recognized University/ Institution.

Note: Candidates are required to provide necessary documents with respect to educational qualification and professional experience along with online application form.

b. Desirable

1. Practical knowledge of professional audio recording, editing and post-production workflows.
2. Experience with Digital Audio Workstations such as Pro Tools, Reaper, Nuendo, Logic Pro or equivalent.
3. Familiarity with microphones, audio interfaces, mixers, loudspeaker systems and studio equipment.
4. Basic understanding of immersive audio, Ambisonics, Dolby Atmos, spatial audio, AR/VR audio or game audio workflows.
5. Experience in installation, testing, calibration and maintenance of audio or audio visual equipment.
6. Ability to assist in research experiments, technical documentation and laboratory management.
7. Candidates possessing qualifications or professional training in Sound Recording, Sound Engineering, Film or Television Production from FTII or other recognized institutions, together with relevant practical experience, may be given due weightage.
8. Candidates demonstrating aptitude and interest in immersive media, spatial audio, AR/VR technologies and interdisciplinary audio visual research may be preferred.

III. Emoluments and deductions: -

Name of the post	Gross Pay per month
Scientific Administrative Assistant / Field Worker	₹ 24,000/- + HRA
Laboratory Assistant / Technician/ Project Assistant / Technical Assistant/ Field Assistant	₹ 27,000/- + HRA per month with enhancement as applicable under ANRF norms.

- a) Services of superannuated employee from FTII or any other Government organization, if hired, as Contract employee on contract, then he / she will be paid consolidated emoluments per month as explained above, provided such consolidated amount plus pension/PEG does not exceed last salary drawn.
- b) 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 employee. However, Income Tax, Professional Tax and any other Govt. Tax will be deducted as per rules.

- c) In the case of employees on contract with GST number, such payment towards GST will be reimbursed by FTII.

IV. Leave Rules :

The hired Contract Staff 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 gazette holidays and Sundays.

General : Leave cannot be claimed as a right. Discretion to refuse or revoke leave is reserved with the Principal Investigator.

- a. Sanctioning Authority:** The sanctioning authority for granting the Leave will be the Principal Investigator.

V. Termination of contract :

- a) In case of misconduct/inefficiency/ unauthorized absence / breach of any rules & regulation Authority is empowered to terminate the services of said Contract or Employee without any notice.
- VI. The candidates should upload a resume with all details of education and career.
- VII. FTII will not be responsible for applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of FTII.
- VIII. Applicants applying should ensure that they fulfill all the eligibility conditions and their status at all stages will be purely provisional, subject to their satisfying the prescribed eligibility conditions. At any time before or after interview, it is found that they do not fulfill any of the eligibility conditions, their candidature will be cancelled by the FTII.
- IX. Applications with illegible/ blurred Photography/ Signature/ Documents will be rejected summarily.
- X. The crucial date for determining the eligibility of all applicants in every respect shall be the prescribed closing date and time for submission of online application.
- XI. Candidature will be cancelled if any information or claim is not found substantiated/ not as per requirement when the scrutiny of documents is undertaken at the time of document verification. FTII's decision shall be final in this regard.
- XII. The decision of FTII in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information and all other matters related to this empanelment process will be final and binding on the applicants and no enquiry or correspondence will be entertained in this regard.
- XIII. Candidates are advised to check their registered email that no communication regarding this empanelment process is missed.

REGISTRAR, FTII

Date :