



**FILM AND TELEVISION INSTITUTE OF INDIA**

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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FTII is an educational institution and autonomous body registered under Societies' Registration Act, 1860 under Ministry of Information & Broadcasting, Government of India and imparting education in Cinema & 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 2 years. The Level from which the deputation is to be made are as under :-

3. **"Officers not below the rank of Section Officers (Pay Matrix Level-8) with at least 5 years' service in that grade"**

4. The pay of the Officer selected for appointment as Administrative Officer in the Pay Matrix Level - 8 by transfer/ deputation for a period of 2 years 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 along-with complete and up to date ACRs/APARs for the last five years of the officers who could be spared in the event of selection, may be forwarded to this Institute.

5. 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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6. **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.

7. The last date of submission of applications complete in all respect is 45 (forty five) days from the date of publication of advertisement in Employment News/Rozgar Samachar.

**REGISTRAR**

No.A-12025/1/2025-Est.  
PUNE-411 004

**- ANNEXURE -**

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 Band and pattern of DA (whether Central Government or Industrial DA pattern) iv) Present Pay + GP (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 From To	Scale of Pay with Grade pay	Nature of appointment whether ad-hoc or regular	Nature of duties performed in brief
8.	Whether SC/ST/OBC	:			
9.	Any other particulars which are not covered in any of the above columns	:			
10.	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 \_\_\_\_\_ 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**