



FILM AND TELEVISION INSTITUTE OF INDIA

LAW COLLEGE ROAD, PUNE-411 004

An Autonomous Institute under Ministry of Information & Broadcasting, Govt. of India

(A Society Registered under the Societies' Registration Act 1860)

No. Advt./01/2025

Online applications are invited from eligible candidates for filling up of a regular post of **Assistant Director (Official Language) (UR) in Pay Matrix Level-10, with upper age limit of 35 years**. The detailed advertisement is available at Institute website www.ftii.ac.in/vacancies Interested and eligible candidates may apply online in the prescribed format with application fee supported by copies of documents within 45 days from the date of publication of the advertisement in the Employment News.

**REGISTRAR
FTII, PUNE**

Advertisement for the Post of Assistant Director (Official Language)
(Unreserved)

Online applications are invited from interested and eligible candidates for a regular post of Assistant Director (Official Language) (Unreserved) in Pay Matrix Level -10 as per the following details.

1. Qualifications and Experience:

(a) Essential:

(i) Master's Degree of a recognized University or equivalent in Hindi or English, with English or Hindi respectively, as subject at degree level.

OR

(i) Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject or English Medium with Hindi as a subject at the degree level.

OR

(i) Master's Degree of a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level.

WITH

(ii) 5 years of experience of terminological work in Hindi and/ or translation work from English to Hindi or vice-versa preferably of technical or scientific literature or 5 years experience of teaching, research, writing or journalism in Hindi.

Note: Qualifications and experience are relaxable in case of candidate otherwise well qualified.

(b) Desirable:

- i. Knowledge of Sanskrit and/ or modern Indian language.
- ii. Administrative experience.
- iii) Experience of organizing Classes or Workshops for noting and drafting.

1.1 As regards to educational qualification, the required degree from a recognized University or equivalent must have been acquired before closing date of application.

- 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/diplomas/ certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates possessing such degrees/ diplomas/ certificates awarded through Open and Distance Learning mode of education, such candidates shall also produce approval given to the University by the Distance Education Bureau, University Grants Commission for the relevant period at the time of Document Verification.
- 1.3 As per UGC (Open and Distance Learning) Regulations, 2017 published in official Gazette on 23.06.2017, under Part-III (8) (v), the programmes in engineering, medicine, dental, nursing, pharmacy, architecture and physiotherapy etc. are not permitted to be offered under Open and Distance Learning mode. However, pursuant to the Hon'ble Supreme Court Order dated 11.03.2019 in MA No. 3092/2018 in W.P. (C) No. 382/2018 titled Mukul Kumar Sharma & others Vs AICTE and others. B. Tech. degree/ diploma in Engineering awarded by IGNOU to the students who were enrolled up to academic year 2009-10 shall be treated as valid, wherever applicable.
- 1.4 All the candidates who are called for interview will be required to produce the relevant Certificates such as Mark sheets for all

years/semesters of Graduation/Provisional Certificate/ Degree of Graduation/Post-graduation in original as proof of having acquired the minimum educational qualification on or before the cut-off date, failing which the candidature of such candidates will be cancelled by the FTII.

- 1.5 Experience for the post will be counted post the required educational qualification (degree/ diploma/certificate).
- 1.6 Applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for the post. No enquiry asking for advice as to eligibility will be entertained.
- 1.7 The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The candidate should, therefore mention all his/her qualifications and experience in the relevant field over & above the minimum qualifications.

2. Application Fees:

- 2.1 Application fee is Rs 1,000/- for the post which is to be submitted through SB Collect portal against "Application fee for Group A posts at FTII (A/01/2025)"
- 2.2 Remittance in cash, demand draft, postal order, cheque etc. will not be accepted.
- 2.3 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and Persons with Benchmark Disabilities (PwD) are exempted from payment of application fee.

- 2.4 No "fee exemption is available to male candidates of General (UR)/ OBC-NCL/EWS and they are required to pay the full prescribed fee.
- 2.5 Candidates who are not exempted from fee payment must ensure that their fee has been deposited with FTII Applications without the prescribed fee OR fee received after due date would not be considered and summarily rejected. No request for consideration or any representation against such rejection would be entertained.
- 2.6 Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other selection or course etc.

3. How to pay application fee?

- 3.1 Click on the link <https://www.onlinesbi.com/sbicollect/icollethome.htm> OR visit www.onlinesbi.com and further click on "SB Collect" which is at the top left, vertically 06 from left to right.
- 3.2 Read the "Terms Used", then tick/click on the 'check box' and further click on "Proceed".
- 3.3 Select **All India** in State of Corporate/ Institution, then select **Educational Institutions** in Type of Corporate/ Institution and **click Go**.
- 3.4 Search/ Find **FTII Fees Account** in Educational institutions name and click submit.
- 3.5 In the payment category select "**Application fee for Group A post at FTII (A/01/2025)**".
- 3.6 Fill-up the application form with requisite details and proceed for payment.

- 3.7 Make necessary payment of Rs 1,000/-
- 3.8 Once payment is done, please note "SBcollect Reference Number ie DU number"(mentioned in payment confirmation receipt). This may be required for future reference as well as required while filling the online application form.
- 3.9 Digitally store the receipt of payment. This can be carried out in one of the following ways;
- (i) by taking printout of receipt of payment, scan & save it
 - (ii) by taking screenshot of payment (if using mobile) or print screen (if using computer)
 - (iii) by simply taking a photograph from mobile
- 3.10 **Terms & conditions:** By agreeing to the terms & conditions in the application form, applicants are confirming that they have read & understood the contents of advertisement on the website and they are eligible to apply and fulfill all the requirements as stated in the advt. for the post applied for.

4. Reservation:

- 4.1 The post of Assistant Director (Official Language) is Unreserved. However, there is no bar to candidates belonging to SC/ST/OBC-NCL/EWS for applying provided such candidates fulfill the eligibility criteria.

5. Concessions & Relaxations:

- 5.1 Age relaxation will be provided to SC/ST/OBC/ Persons with Disabilities (PwD)/ Ex-servicemen, Central Government employee as per Government of India norms, as applicable from time to time. Due relaxation in respect of age will be given to SC/ST/OBC candidates as per Government of India norms, only against reserved vacancies for such categories and can only be claimed on submission of valid community certificate issued

prior to the date of issuance of this recruitment notice. In other words, no age relaxation would be available for SC/ST/ OBC candidates applying for Unreserved Post/ Vacancies.

- 5.2 For Persons with Benchmark Disabilities (PwD), age relaxation of 10 years (15 years for SC/ST and 13 years for OBC) shall be admissible irrespective of whether the post is reserved for PwD or not, provided the post is identified suitable for the relevant category of disability and age of applicant shall not exceed 56 years.
- 5.3 The upper age limit in case of Ex-Servicemen and Commissioned Officers including ECOS/ SSCOs shall be relaxed by five years' subject to other terms & conditions as prescribed by Govt. of India.
- 5.4 The upper age limit is relaxable for Central Government servants up to 5 years as per instructions issued by the Government of India from time to time. (This implies that Scheduled Castes/ Schedules Tribes category candidates would get maximum 10 years' age relaxation including 5 years' age relaxation meant for their respective categories. Similarly, OBC candidates would get maximum up to 8 years including 3 years' age relaxation meant for OBC category). This relaxation will be admissible to Government servants with 3 years' continuous service in Central Government and working in posts which are in the same line or allied cadre and where a relation could be established that the service already rendered in that particular post will be useful for the efficient discharge of the duties of the post to which recruitment is being made. Decision in this regard will rest with FTII. A candidate claiming to belong to the category of Central Government servant and thus seeking age relaxation would be required to produce a Certificate dated after the date of advertisement, from his/her Employer on the Office letter head to the effect that he/she is a regularly appointed Central Government Servant and not on casual/ ad-hoc/ daily wages/ hourly paid/contract basis employee.

- 5.5 If a Person with Disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a Person with Disability' or as a 'Central Government employee' whichever may be more beneficial to him/her
- 5.6 The upper age limit is relaxable to employees of Central Government Autonomous Bodies/ Undertakings or Societies of Central Government and regular employees of FTII as per rules.

6. Travelling Allowance:

No TA/ DA or any other expenditure will be paid or reimbursed for attending Interview. However, SC/ ST candidates called for interview will be paid single Second Class Railway fare by the shortest route to place of interview from the Railway Station nearest to the normal place of residence of candidate or from which he/she actually performs the journey, whichever, is nearer to the place of interview, and back to the same station or the amount of Railway fare actually incurred by the candidate whichever is less, on production of proof of their belonging to the SC/ ST and production of photocopies of journey tickets.

7. How to Apply:

- 7.1 Application will be received online only. Candidates should fill the online application form at <https://forms.gle/D3uUKAouXdhoTtAv6>. Other means of application or offline application will be rejected.
- 7.2 The applicants should fill up the application form after ensuring that they fulfil all the essential qualifications, professional experience and other requirements for the post they are applying for.

- 7.3 Candidates must carefully fill all the required details in the online application form and wherever asked/ required, upload scanned copies of necessary documents.
- 7.4 Candidates must upload:
- 7.4.1. Documents/ certificates in support of all the claims made by applicant in the application like, Date of Birth, Required Qualification(s), Experience etc. or any other information, separately against each claim in pdf file in such a way that the file size does not exceed 1 MB per document and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.
- 7.4.2 Matriculation/ 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/ 10th Standard or equivalent issued by Central/ State Board indicating Date of Birth in support of claim of age.
- 7.4.3 Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
- 7.4.4 Experience Certificate(s) for the entire experience claimed, clearly mentioning post held, duration of employment/ engagement (date, month & year), nature of duties performed/ experience obtained in the post(s) with duration(s).
- 7.4.5 Caste certificate by candidate seeking relaxation in age as SC/ST/OBC-NCL in the prescribed proforma from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ST/OBC-NCL and the village/ town the candidate is ordinarily a resident of.

- 7.4.6 Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwD) eligible for appointment to the post on the basis of prescribed standards of Medical Fitness. The Competent Authority to issue Certificate of Disability shall be a Medical Board duly constituted by the Central or a State Government. The Central/ State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing Locomotor/ Cerebral /Visual/ Hearing disability, as the case may be.
- 7.4.7 No Objection Certificate from present employer.
- 7.4.8 Documentary support for any other claim(s) made.
- 7.5 In the online Application Form, candidates are also required to upload the scanned colour passport size photograph and signature in JPG/JPEG format. The photograph should not be more than three months old from the closing date of application form. Image dimension of the photograph should be about 3.5 cm (width) x 4.5 cm (height). The photograph should be without cap, spectacles and the frontal view of the face should be clearly visible. If the proper photograph is not uploaded by a candidate, his/her candidature will be cancelled. As regards to the signature, the applicant has to sign on white paper with blue or black colour Ink/ jel pen. Image dimension of the signature should be about 6 cm (width) x 2 cm (height).
- 7.6 If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be uploaded.
- 7.7 Last date & time for submission of online application is 27.05.2025.

- 7.8 Applicants are advised in their own interest to make payment and submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability to process on account of heavy load on the website during the closing days.
- 7.9 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.

8. General Instructions:

- 8.1 Government aims for a gender-balanced workforce to encourage women and also Persons with Disabilities (PwDs) candidates.
- 8.2 Applicants applying should ensure that they fulfil 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 if it is found that they do not fulfil any of the eligibility conditions, their candidature will be cancelled by the FIIL.
- 8.3 Applicants working in Government/ Semi-Government Public Sector Undertakings/ Autonomous bodies should upload copy of "No Objection Certificate" from their employer (at the time of application).
- 8.4 Date of Birth filled by the applicant in the online application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the FIIL for determining the age and no subsequent request for change will be considered or granted.
- 8.5 Applicants must write their name, date of birth, father's/ mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled at the time of

Document Verification or as and when it comes into the notice of FTII.

- 8.6 Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
- 8.7 The crucial date for determining the eligibility of all applicants in every respect. shall be the prescribed closing date for submission of online application.
- 8.8 The crucial date as stated above will be same for OBC-NCL certificate. Thus, applicants claiming reservation under OBC-NCL must possess a valid OBC-NCL certificate as on the crucial date and the said certificate needs to be attached along with online application form. Further, original of said attached certificate needs to be produced at the time of document verification. Failing to comply the above conditions, the applicant will lose his/ her claim against OBC-NCL reservation.
- 8.9 Applicants may also note that their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Applicants are cautioned that legal and or disciplinary action will be initiated in case they fraudulently claim SC/ST/OBC-NCL/EWS/ PwD/ ESM status or avail any other benefit.
- 8.10 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.
- 8.11 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 with conduct of recruitment process will be final and binding on the applicants and no enquiry or correspondence will be entertained in this regard.

- 8.12 In the event of number of applications being large for a post(s), FTII may adopt short listing criteria to restrict the number of applicants to be called for interview to a reasonable number by any or more of the following methods:
- 8.13 On the basis of Desirable Qualification (DQ) or any one or all of the DQs if than one DQ is prescribed;
- 8.13.1 On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
- 8.13.2 On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
- 8.13.3 By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).
- 8.13.4 The applicant should, therefore, mention all his/her qualifications and experience in the relevant field over and above the minimum qualifications.
- 8.14 Date for the interview shall be intimated separately. No correspondence will be entertained with candidates who are not called for Interview.
- 8.15 Candidates will be short-listed for interview only on the basis of information provided by them in their online application form and attached documents in support of the claim. The online application will be examined only if the candidate is prima facie eligible to be shortlisted on the basis of information regarding qualifications and experience claimed in the online application, terms of the advertisement and modalities & criteria adopted for shortlisting. Applicants must ensure that submitted information is true. If at the time of document verification/ interview or at any subsequent stage, any information given by them or any

claim made by them in their online applications is found to be false/ misleading, their candidature will be liable to be rejected.

- 8.16 An applicant who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted: -
- 8.17 In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
- 8.17.1 In case of re-marriage of women - Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.
- 8.17.2 In case of divorce of women - Certified copy of Divorce Decree and Deed /Affidavit duly sworn before the Oath Commissioner.
- 8.17.3 In other circumstances for change of name for both male and female Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspapers in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.
- 8.18 After applying all applicable relaxations/ concessions etc., maximum age limit of applicant should not exceed 56 years as on crucial date (closing date of submitting online application.
- 8.19 The advt. may be published both in English and Hindi. In case of any dispute, the English version will prevail.

- 8.20 FTII reserves the right to fill or not to fill the post advertised without assigning any reasons thereof.
- 8.21 Candidates are advised to check the website of the Institute i.e. ftii.ac.in for any communication/ corrigendum regarding the recruitment. Also, candidates should check their registered email to ensure that no communication regarding the recruitment is missed.
- 8.22 Any dispute in regard to any matter related to this recruitment or otherwise will be subject to the jurisdiction of Courts in Pune alone or Bombay High Court.

9. Broadly, candidates will have to submit copies of following Documents / images:

- 9.1 Matriculation/Secondary Certificate.
- 9.2 Educational Qualification Certificate.
- 9.3 Experience certificate and No objection certificate from employer.
- 9.4 Caste Category Certificate, in prescribed format, if belongs to reserved categories.
- 9.5 Self declaration by OBC-NCL applicant.
- 9.6 Persons with Benchmark Disabilities Certificate in the required format, if applicable.
- 9.7 Relevant Certificates if seeking any age relaxation, if applicable.
- 9.8 Supporting documents by a candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc.
- 9.9 SBI-Collect payment portal receipt (application fee), if applicable
- 9.10 Recent colour passport size photograph
- 9.11 Image of signature
- 9.12 Applicants may please read this detailed advertisement carefully for requirement of any other additional document(s)

REGISTRAR, FTII