



Film and Television Institute of India, Pune
An Autonomous Institute under Ministry of Information & Broadcasting, Govt. of India
(A Society Registered under the Societies' Registration Act 1860)
Adv. No. 01 / 2023

Film & Television Institute of India (FTII), Pune, invites applications for direct recruitment (regular posts) from Indian Citizens (and such other candidates declared eligible by the Ministry of Home Affairs, Government of India) for the following Group 'B' & 'C' posts;

Sr. No	Name of the Post	Pay Matrix Level	Total	No. of vacancies					Upper Age Limit
				Gen	OBC	SC	ST	EWS	
1	Cameraman (Electronic & Film)**	PML 7	02		01		01		30 Years
2	Graphic & Visual Assistant	PML 6	02	02					30 Years
3	Film Editor	PML 6	01				01		30 Years
4	Make-up Artist	PML 6	01				01		25 Years
5	Laboratory Assistant (Grade – I)	PML 6	01		01				30 Years
6	Research Assistant (Technical)	PML 6	01					01	30 Years
7	Assistant Security Officer	PML 6	02		01		01		50 Years
8	Production Assistant [01 post reserved for PwD category (b)]	PML 6	02			01		01	30 Years
9	Assistant Maintenance Engineer (Mechanical)	PML 6	01	01					30 Years
10	Assistant Maintenance Engineer (Electrical)	PML 6	01	01					30 Years
11	Sound Recordist***	PML 6	01				01		30 Years
12	Laboratory Technician	PML 4	07	03	02		01	01	25 Years
13	Demonstrator (Sound Recording) ***	PML 4	03	02	01				40 Years
14	Stenographer#	PML 4	03		01			02	27 Years
15	Upper Division Clerk	PML 4	02		02				27 Years
16	Mechanic	PML 4	04	01		02	01		25 Years
17	Hindi Typist Clerk#	PML 2	01			01			25 Years
18	Carpenter	PML 2	02	01			01		25 Years
19	Driver #*	PML 2	06	04			02		30 Years
20	Electrician	PML 2	04	04					25 Years
21	Painter	PML 2	02	01			01		25 Years
22	Technician	PML 2	05	02		02	01		25 Years
23	Multi Tasking Staff (Assistant Carpenter)	PML 1	01	01					25 Years
24	Multi Tasking Staff (Laboratory Attendant)	PML 1	01		01				25 Years
25	Multi Tasking Staff (Plumber)	PML 1	01	01					25 Years
26	Multi Tasking Staff (Cleaner)	PML 1	02		02				25 Years
27	Multi Tasking Staff (Farash)	PML 1	01					01	25 Years
28	Multi Tasking Staff (Peon) (01 post reserved for PwD category (c))	PML 1	08	06	02				25 Years
29	Multi Tasking Staff (Cook cum Chowkidar)*	PML 1	01	01					25 Years
30	Studio Assistant	PML 1	15	14			01		25 Years

includes Skill Test

* not suitable for PwD (all categories)

** not suitable for PwD [category (a)] i.e. Blindness & Low Vision

*** not suitable for PwD [category (b)] i.e. Deaf & Hard of Hearing

Note:

1. Mode of recruitment will be Paper (Optical Mark Reader – OMR) Based Test (PBT). In few cases, Skill Test will also be conducted which will be qualifying in nature.
2. Seven posts are reserved for Ex – Servicemen against posts from sr. no. 12 to 30.
3. Age relaxation will be regulated as per DoPT guidelines for SC, ST, OBC, EWS, Ex-Servicemen, Persons with Disability, Central Government Employees, etc.
4. As per applicable DoPT rules, age relaxation will also be granted to widow, divorced women and women judicially separated from their husbands and who are not re-married.
5. Age of retirement at FTII is 60 years.
6. The number of vacancies advertised may vary. They may increase or decrease.
7. As per DoPT OM No.36035/02/2017-Estt (Res) dated 15th Jan. 2018 following are categories of PwD;
 - (i) Category (a): blindness and low vision
 - (ii) Category (b): deaf and hard of hearing
 - (iii) Category (c): locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
 - (iv) Category (d): autism, intellectual disability, specific learning disability and mental illness
 - (v) Category (e): multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness
8. Influencing in any form will disqualify the candidature of the applicant.
9. Last date of submission of complete online application in all respect is 29.05.2023, 6 pm.
10. For any query, please contact Shri S. K. Dekate, Administrative Officer on 020-25580014/recruitment2023@ftii.ac.in between 10.00 am to 4.00 pm on working days.

REGISTRAR
FTII, PUNE

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/

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 Document Verification will be required to produce the relevant Certificates such as Mark sheets for 10th, 12th and all years/ semesters of Graduation/ Provisional Certificate/ Degree of 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 each post will be counted post the required educational qualification (10th/ 12th/ degree/ diploma/ certificate etc.).
- 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 various posts. 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 examination. The candidate should, therefore mention all his/ her qualifications and experience in the relevant field over & above the minimum qualifications.

2. Scheme of Examination and Selection:

- 2.1 For all posts, 100 marks Paper (Optical Mark Reader – OMR) Based Test (PBT) in objective Multiple Choice Question (MCQ) format will be conducted in English and Hindi language. In case of any dispute/ discrepancy or variation in translation, the English version will be treated as final.
- 2.2 Question paper for each post will have questions from General Ability and Specific Area. General Ability questions will be of 60 percentage weightage and remaining 40 percentage will be from Specific Area. General Ability is further subdivided into 4 Sections - (a) General Knowledge, (b) General English, (c) General Intelligence & Reasoning and (d) Computers, carrying 15 percentage weightage each.
- 2.3 The syllabus for General Ability of 60 marks is common for all the posts but its difficulty level changes as per the required educational qualification of the posts in question whereas syllabus for 40 marks Specific Area changes for each post in question. For indicative syllabus, please see Annexure - XIV.
- 2.4 Full marks will be awarded to every correct answer whereas 25% will be deducted for every wrong answer. There is no provision of re-evaluation/ re-checking in respect of PBT and or skill test.
- 2.5 Marks scored by candidates in PBT, if conducted in multiple shifts, will be normalized by using standard practice and such normalized scores will be used to determine final merit and cut-off marks.
- 2.6 Tentative answer keys will be published on FTII website/ portal after PBT. Candidates may go through the answer keys and submit online representations,

if any, to challenge it within the stipulated time limit on payment of ₹ 100/- per question, which will be refunded if objection is found to be correct. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the answer keys will be scrutinized before finalizing the answer keys and the decision of FTII in this regard will be final. No challenge of answer key will be accepted from any candidate after the notified period.

2.7 Minimum passing marks for the test out of 100 marks: In-total 50 marks for General, 45 marks for OBC – NCL & Gen EWS, 40 marks for SC/ ST & Gen. – PwD. Further, 35 marks for OBC – NCL PwD and 30 marks for SC/ ST PwD if vacancy is reserved for said caste. There are no separate passing marks for General Ability (with sub sections) and or Specific Area. In – total marks out of 100 will be considered.

2.8 Skill Test wherever applicable will be held only for the candidates who qualify PBT and the same will be informed to the candidates by email. The Skill Test will be qualifying in nature and qualifying marks will be 50% irrespective of person belonging to any category and/ or disability.

2.9 For the post of Hindi Typist Clerk, typing Skill Test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes.

2.10 For the post of Stenographer, Skill test norms are;
Dictation: 10 minutes @ 80 wpm and Transcription: 50 minutes (English) & 65 minutes (Hindi) (on computer only).

Apart from short hand skill test, typing skill test will be conducted for a passage of about 2000 (two thousand) key depressions for a duration of 15 (fifteen) minutes. Detailed instructions regarding evaluation of Skill Test is stated in **Annexure – XV**

2.11 Orthopedically Handicapped candidates are eligible for exemption from attempting above stated typing test, provided such candidates submit a Certificate in the prescribed format Annexure – X from the competent Medical

Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him/ her to be permanently unfit for the typing test because of a physical disability.

- 2.12 There shall be no provision for re-evaluation/ re-checking of the scores of any stage of the Test. No correspondence in this regard shall be entertained.
- 2.13 SC, ST, OBC, EWS, ESM, and PwBD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the unreserved vacancies in the post as per their position in the overall merit or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, ESM, EWS and PwBD candidates.
- 2.14 SC, ST, OBC, EWS, ESM, and PwBD candidate who qualify on the basis of relaxed standards viz. age limit etc., irrespective of his merit position, will be counted against reserved vacancies and not against un-reserved vacancies. In so far as cases of ex-serviceman are concerned, deduction of the military service rendered from the age of ex-servicemen is permissible against the reserved or unreserved posts and such exemption will not be termed as relaxed standards in regard to age. Similarly, for PwBD candidates, relaxation of 10 years in upper age limit, use of scribe along with compensatory time will not be termed as relaxed standards.
- 2.15 A person with disability who is selected on own merit can be appointed against an unreserved vacancy provided the post is identified suitable for Persons with Disability of relevant category.
- 2.16 Success in the examination confers no right of appointment unless FTII is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/ post.
- 2.17 The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to

their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the PBT, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.

2.18 In case of Ex-servicemen, there are 7 no. of posts reserved for Ex-servicemen against 69 vacancies which are outcome of 12-30 posts of the Advertisement. After Skill Test (wherever applicable), if in case more no. of Ex-servicemen qualifies than the respective number of reserved post(s), the candidate older in age will get preference. Thus, in such a situation, a merit list of all qualifying Ex-servicemen from eldest to youngest will be prepared and these 7 reserved posts will be filled according to the merit & post(s) to which the Ex-servicemen qualifies.

2.19 In the case of Post at Sr No 8, one post each is reserved for SC and EWS categories. Further, 1 of these 2 posts is reserved for PwD candidates. Three merit lists - PwD, SC and EWS - will be prepared on the basis of PBT. The first post will be filled from the merit list of PwD candidates, either by a SC PwD candidate or EWS PwD candidate. Accordingly, the second post will be filled by a EWS or a SC candidate based on the category of the PwD candidate. The same rule will be applied for Waiting List.

Similarly, in the case of Post at Sr No 28, 6 posts are for General and 2 are reserved for OBC-NCL. Further, 1 of these 8 posts is reserved for PwD candidates. Three merit lists - PwD, Gen and OBC-NCL - will be prepared on the basis of PBT. The first post will be filled from the merit list for PwD candidates either by a Gen PwD candidate or an OBC-NCL PwD candidate. Accordingly, remaining posts will be filled by Gen and OBC-NCL candidates based on the category of the PwD candidate. The same rule will be applied for Waiting List.

2.20 Resolution of Tie Cases: In cases where more than one candidate secures the equal aggregate marks in PBT for a particular post, tie will be resolved by applying the following methods, one after another, till the tie is resolved:

- a. Marks scored in Specific Area
- b. Total marks scored in General Ability

- c. Date of birth i.e. the candidate older in age gets preference.
- d. Alphabetical order of the name.

3. Reservation:

3.1 SC/ ST/ OBC – NCL/ EWS candidates who applied against reservation category are required to submit a valid certificate regarding their caste status in the prescribed proforma i.e. for SC/ ST as per Annexure – I, for OBC – NCL as per Annexure – II & Annexure – III and for EWS as per Annexure – IV.

3.2 PwBD candidates who applied against post reserved for the said benchmark disability are required to submit a valid disability certificate in the prescribed proforma as per Annexure – V/ VI/ VII (whichever is applicable).

PwBD candidates having physical limitation to write Paper (Optical Mark Reader – OMR) Based Test (PBT) need to submit a certificate as per Annexure VIII. Such candidates will be permitted to use services of scribe subject to intimation of same at the time of filling online application and submission of an undertaking as per Annexure IX at the time of PBT.

For the post of Stenographer, on the basis of PBT, if any PwBD candidate is shortlisted for the Skill Test but is having physical limitation in appearing for the typing Skill Test, he/ she need to submit a certificate as per Annexure – X.

3.3 OBC – NCL candidates are required to submit a valid certificate regarding his/ her having Non-Creamy Layer status issued by the Competent Authority. Reservation will be applicable to such OBC candidates who do not fall under the Creamy Layer status. Candidates claiming OBC – NCL reservation need to submit valid OBC – NCL certificate as per Central Govt. format. Additionally, caste name and caste number as stated in the said OBC – NCL certificate of must match with the central list of OBCs as published by the National Commission for Backward Classes on its website (www.ncbc.nic.in/User_Panel/CentralListStateView.aspx).

- 3.4 Candidates claiming the benefits of ex-servicemen are required to submit a copy of Discharge Certificate from Armed Forces OR Serving Defence Personnel Certificate as per Annexure – XI. At the time of document verification, ex-servicemen need to submit undertaking as per Annexure – XII.
- 3.5 Candidates claiming SC, ST, OBC – NCL, EWS and Differently Abled Persons (PwD) reservation(s) as the case may be must submit respective certificate(s) in the prescribed format failing which said claim would not be considered.
- 3.6 A signed self-declaration in the prescribed format (Annexure – III) by candidate seeking reservation as OBC, that he/ she does not belong to the creamy layer on the closing date, in addition to the community certificate (OBC) is also required.
- 3.7 Failing to submit any of the certificate/ document as stated above, the candidate will forfeit respective claim and his/ her candidature may be cancelled.
- 3.8 Persons with disabilities (PwD), as indicated in the VACANCY DETAILS, can apply to the respective reserved post as well as to the other post(s) which is/ are not reserved for PwD subject to suitability. However, such candidates will be considered for selection to such post(s) by general standard of merit. Moreover, facility of scribe taken by a PwD candidate, along with compensatory time, shall not be treated as relaxed standard. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules.
- 3.9 Candidate desires to claim OBC – NCL reservation or EWS reservation must upload OBC – NCL certificate or EWS certificate which is issued after 01st April 2023, failing which candidate's claim will not be considered and candidature of such candidates will be considered Un-Reserved or cancelled as the case may be.

4. Concessions & Relaxations

- 4.1 The age limit shown against all posts is the normal age limit. The age is relaxable for SC/ ST candidates up to 5 years and up to 3 years for OBC – NCL candidates. The said relaxation is applicable only if vacancies reserved for respective caste.

- 4.2 For Persons with Benchmark Disabilities (PwBD), age relaxation of 10 years 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. Further, applicable age relaxation for SC/ ST PwD and OBC – NCL PwD candidates will be over & above age relaxation of above stated 10 years' subject to condition that vacancy is reserved for said caste i.e. 15 years for SC/ ST PwD and 13 years for OBC – NCL PwD.
- 4.3 The upper age limit in case of Ex-Servicemen shall be relaxed by the length of military service subject to other terms & conditions as prescribed by Govt. of India. Further, 03 years' age relaxation for Ex – Servicemen will be over & above age relaxation of above stated length of military service subject to condition that vacancy is reserved for Ex – Servicemen.
- 4.4 The upper age limit is relaxable for Central Government servants up to 40 years as per instructions issued by the Government of India from time to time. Further the same will be 45 years for SC/ ST, subject to condition that vacancy is reserved for said caste. 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/ adhoc/ daily wages/ hourly paid/ contract basis employee as per Annexure – XIII.
- 4.5 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.

- 4.6 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.
- 4.7 The upper age limit is relaxable for widows, divorced women and women judicially separated, who are not remarried up to age of 35 years, as per instructions issued by the Government of India from time to time. Further the same will be 40 years for SC/ ST, subject to condition that vacancy is reserved for said caste.
- 4.8 A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form that he/she belongs to SC/ST/OBC/General category but subsequently writes to FTII to change his/her category, such request shall not be entertained by FTII.

5. Examination Centers:

- 5.1 PBT will be conducted in New Delhi, Mumbai, Pune, Chennai and Kolkata.
- 5.2 A candidate must indicate the examination centre(s) in the online application form in which he/ she desires to take the examination. A candidate has to give option for three centers, in the order of priority. No request for change of centre will be considered later under any circumstances. Hence, the candidates should select the centers carefully and indicate the same correctly in their applications.
- 5.3 Candidates who are filling applications for more than one post are advised to select same options of examination city because PBT for different posts may be conducted in shifts within few continuous days. In case they choose different city against different post(s), they may not be able to reach other city for appearing in examination.
- 5.4 FTII will endeavor to accommodate the candidates in centers opted by them. However, FTII reserves the right to cancel any centre and ask the candidates of

that centre to appear from another centre. FTII also reserves the right to divert candidates of any centre to some other Centre to take the examination.

6. How to Apply

6.1 Application will be received online only. Candidates should fill the online application form at <https://ftiirecruitment.in/>. Other means of application or offline application will be rejected. Candidates are required to have a valid personal email id and they are advised not to share their login credentials with any other person. The email id should be kept active during the currency of this recruitment. All the eligible candidates will be informed by email regarding downloading of Admit card. In case a candidate does not have a valid personal email id, he/ she should create his/ her new email id before applying online.

6.2 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.

6.3 Candidates must carefully fill all the required details in the online application form and wherever asked/ required, upload scanned copies of necessary documents.

6.4 Candidates must upload;

6.4.1. Documents/ certificates in support of all the claims made by applicants in the application like, Date of Birth, Required Qualification(s), etc. wherever applicable or any other information, separately against each claim in pdf file in such a way that the file size does not exceed 200KB per document and is legible when a printout taken. However, in addition to above, only for documents/ certificates in support of claimed experience, the said upper file size limit will be 1 MB.

6.4.2 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.

6.4.3 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.

6.4.4 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).

6.4.5 Caste certificate by candidate seeking reservation 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.

6.4.6 EWS certificate by candidate seeking EWS reservation, in the prescribed proforma as per Govt. of India guidelines.

6.4.7 A signed self-declaration in the prescribed format by candidate seeking reservation as OBC – NCL, that he/ she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Application for the post is to be treated as crucial date.

6.4.8 Certificate of Disability in prescribed proforma issued by the competent authority to Persons with Benchmark Disabilities (PwBD) 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.

6.4.9 Documents in support of candidates claim as Ex-serviceman.

6.4.10 Documentary support for any other claim(s) made.

Failing to comply with any of the above stated instructions in point no. 6.4, candidate will forfeit respective claim and his/ her candidature may be cancelled.

- 6.5 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 be without cap, spectacles and the frontal view of the face should be clearly visible. A recent, CLEARLY recognizable passport size photograph (4.5cm x 3.5cm) should be uploaded by the candidate. If 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) and the signature uploaded should be clear and legible. Candidates are also advised not to change their appearance till the process is completed. Any doubt about photograph or signature at any stage of the process could lead to disqualification. It is advisable that candidate retains about 8 copies of the same photograph which is uploaded at the time of Application as these would be needed for further stages of the selection process.
- 6.6 Applicants who wish to apply for more than one post should apply separately for each post and pay the fee for each post in the prescribed manner, as applicable.
- 6.7 Applicants can apply to multiple posts with same log in ID and password.
- 6.8 If any document/ certificate furnished is in a language other than Hindi or English, official translated document/ certificate in Hindi/ English, notarized by a public notary, must be uploaded along with the online application failing which the candidate will forfeit respective claim and his/ her candidature may be cancelled.
- 6.9 Last date & time for submission of online application is 29.05.2023, 6 pm.
- 6.10 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.

- 6.11 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.

7. Application Fees

- 7.1 Application fee is Rs 1,000/- for each post.
- 7.2 Remittance in cash, demand draft, postal order, cheque etc. will not be accepted.
- 7.3 Candidates desirous of applying for more than one post(s), should pay fee separately for each post.
- 7.4 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (ESM) eligible for reservation are exempted from payment of application fee.
- 7.5 No "fee exemption" is available to male candidates of Gen (UR)/ OBC – NCL/ EWS/ Ex-servicemen not eligible for reservation and they are required to pay the full prescribed fee.
- 7.6 Candidates who are not exempted from fee payment must ensure that their fee has been deposited. 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.
- 7.7 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.
- 7.8 Once payment is done, digitally store the receipt of payment. This can be carried out in one of the following ways;
- 7.8.1 by taking printout of receipt of payment, scan & save it
- 7.8.2 by taking screenshot of payment (if using mobile) or print screen (if using computer)
- 7.8.3 by simply taking a photograph from mobile

8. Broadly, candidates will have to submit copies of following documents/ images:

- 8.1 Matriculation/ Secondary Certificate.
 - 8.2 Educational Qualification Certificate.
 - 8.3 Experience certificate, if applicable
 - 8.4 Caste/ Category Certificate, in prescribed format, if belongs to reserved categories.
 - 8.5 Self-declaration by OBC – NCL applicant.
 - 8.6 Persons with Benchmark Disabilities Certificate in the required format, if applicable.
 - 8.7 Relevant Certificates if seeking any age relaxation, if applicable.
 - 8.8 Supporting documents by a candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc.
 - 8.9 Recent colour passport size photograph
 - 8.10 Image of signature
9. Applicants may please read this detailed advertisement carefully for requirement of any other additional document(s). Once submitted, no further modification is possible in the application form.

10. Provision of Compensatory Time and assistance of scribe:

- 10.1 In case of persons with benchmark disabilities, the facility of scribe can be availed, if desired by the candidate, by arranging the same on his/ her own expenses.
- 10.2 The provision of scribe will be permitted only on production of a certificate at the time of PBT to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-VIII**.

- 10.3 The facility of scribe will also be permitted to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-VIII**.
- 10.4 The facility of scribe will be permitted to the PwBD candidates only if he/she has opted for the same in the online application form.
- 10.5 The candidate will have to get his/ her own scribe at his/ her own cost.
- 10.6 The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities opting for scribe shall be required to submit details of the own scribe at the time of examination as per proforma at **Annexure-IX**. In addition, the scribe has to produce a valid ID proof [as per list given at para-13.5] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be submitted along with proforma at **Annexure-IX**. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.
- 10.7 The scribe should not be a candidate of the PBT. If a candidate is detected as assisting another PwBD candidate as scribe in this PBT, then the candidatures of both the candidates will be cancelled.
- 10.8 A compensatory time of 20 minutes per hour of PBT or parts thereof will be provided to the persons who are allowed use of scribe as described at Para 10.1, 10.2 and 10.3 above.
- 10.9 The PwD candidates referred at Para 10.1, 10.2 and 10.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of PBT.
- 10.10 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

- 10.11 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall.
- 10.12 The PwBD candidates who have availed the facility of scribes and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the PBT.

11. General Instructions:

- 11.1 Government strives to have work force which reflects gender balance and women candidates are encouraged to apply.
- 11.2 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 document verification, if it is found that they do not fulfil any of the eligibility conditions, their candidature will be cancelled by the FTII.
- 11.3 Applicants working in Government/ Semi-Government/ Public Sector Undertakings/ Autonomous bodies should take prior approval of respective organization before applying.
- 11.4 Applicants seeking reservation/ concession/ relaxation benefits available for SC/ ST/ OBC – NCL/ EWS/ PwBD/ ESM etc. must ensure that they are entitled to such reservation/ concession/ relaxation etc. as per eligibility prescribed in the advt. and necessary certificates from the competent authority, in the prescribed format are submitted at the time of online application. Failing to do so, their claim for SC/ ST/ OBC – NCL/ EWS/ PwBD/ ESM etc. category and or claimed concession/ relaxation etc. will not be entertained. The formats of the certificates

are annexed with this advt. Similarly, applicants must attach supporting documents for educational qualification/ experience etc.

- 11.5 The normal minimum age (in completed years) for recruitment in FTII is of '18 years'.
- 11.6 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 FTII for determining the age and no subsequent request for change will be considered or granted.
- 11.7 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.
- 11.8 Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
- 11.9 Closing date for submission of online application in all respect will be 29.05.2023, 6 pm.
- 11.10 The crucial date for determining the eligibility of all applicants in every respect, unless specified, shall be the prescribed closing date for submission of online application.
- 11.11 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 as per Central Govt. requirements 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.
- 11.12 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/ PwBD/ ESM status or avail any other benefit.

11.13 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.

11.14 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.

11.15 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 PBT to a reasonable number by any or more of the following methods:

11.15.1 On the basis of Desirable Qualification (DQ) or any one or all of the DQs if than one DQ is prescribed;

11.15.2 On the basis of higher educational qualifications than the minimum prescribed in the advertisement.

11.15.3 On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.

11.15.4 By invoking experience even in cases where there is no experience mentioned either as Essential Qualification (EQ) or as Desirable Qualification (DQ).

11.16 The applicant should, therefore, mention all his/ her qualifications and experience in the relevant field over and above the minimum qualifications.

11.17 Date & time for the PBT and Skill Test (wherever applicable) shall be intimated to the eligible candidates only through their registered email ids. No correspondence will be entertained with candidates who are not called for the PBT and Skill Test (wherever applicable).

11.18 Candidates will be short-listed only on the basis of PBT along-with Skill Test (wherever applicable) and information provided by them in their online

application form with 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 short-listing. Applicants must ensure that submitted information is true. If at the time of document verification 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.

- 11.19 An applicant who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted: -
- 11.20 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;
- 11.21 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.
- 11.22 In case of divorce of women - Certified copy of Divorce Decree and Deed /Affidavit duly sworn before the Oath Commissioner.
- 11.23 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.
- 11.24 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).

- 11.25 The category-wise minimum level of suitability in PBT, will be UR/ EWS = 50 marks, OBC – NCL = 45 marks, SC/ ST/ PwBD = 40 marks, out of total marks of PBT being 100. However, SC/ ST/ OBC/ EWS/ PwBD/ ESM candidates who are applying against General (UR) post, the minimum level suitability in such case will be 50 marks, out of total marks of PBT being 100. Moreover, it will be 35 marks for OBC – NCL PwD whereas 30 marks for SC/ ST PwD subject to condition that vacancy is reserved for respective category as well as for PwD.
- 11.26 The advt. may be published in Hindi and English. The same may also be published in regional language(s). In case of any discrepancy or variation in the translated version(s), the text provided in English version will be treated as final.
- 11.27 Canvassing in any form will disqualify a candidate.
- 11.28 FTII may, at its discretion, hold re-examination as & when necessary in case need arises for the same. In such an eventuality, candidate will have to appear for such re-examination at his/ her own cost.
- 11.29 FTII reserves the right to fill or not to fill the post advertised without assigning any reasons thereof.
- 11.30 Candidates are advised to check the website of the Institute i.e. www.ftii.ac.in for any communication/ corrigendum regarding the recruitment. Also, should check their registered email to ensure that no communication regarding the recruitment is missed.
- 11.31 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.

12. Travelling Allowance

No TA/ DA or any other expenditure will be paid or reimbursed to any candidate for appearing in the PBT and or Skill Test. However, SC/ ST candidates called for Document Verification will be paid single Second Class Railway fare by the shortest route to place of Document Verification from the Railway Station nearest to the normal place of residence of candidate or from which he actually performs the

journey, whichever, is nearer to the place of Document Verification, 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.

13. Admission to the Examination:

13.1 All candidates who register themselves in response to this advertisement by the closing date and time and whose applications are found to be in order (may be after prima facie scrutiny) and are provisionally accepted by FTII as per the terms and conditions of this notice of advertisement, will be assigned Roll numbers and issued Admit Card for appearing in the PBT. Schedule of PBT will be intimated through the Admit Card. No candidate will be admitted for the PBT in the examination hall without proper hardcopy of the Admit Card.

13.2 FTII may not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of PBT and, therefore, candidature will be accepted only provisionally. Candidates must go through the requirements of educational qualification, experience, age etc. and satisfy themselves that they are eligible for the post(s). The certificates/ documents in support of their Educational Qualifications (EQs) and Caste/ Category, etc. shall be verified at the time of Document Verification by FTII After scrutiny of the certificates/ documents of EQs/ caste/ category, etc., if any claim made in the application is not substantiated by certificates/ documents, the candidature of candidate will be cancelled. No additional/ new document will be accepted at the time of Document Verification and all the claims will be on the basis of documents attached while filling online application form.

13.3 Admit Card for PBT will be issued online.

13.4 Facility for downloading of Admit Cards will be available about 15 days before the examination. Candidate must bring printout of the said Admit Card to the Examination Hall.

- 13.5 In addition to the Admit Card, it is mandatory to carry at least two passport size recent colour photographs, Original valid Photo-ID proof, such as:
- 13.5.1 Aadhaar Card/ Printout of E-Aadhaar,
 - 13.5.2 Voter's ID Card,
 - 13.5.3 13.5.3 Driving License,
 - 13.5.4 Passport,
 - 13.5.5 Employer ID Card (Govt./ PSU),
 - 13.5.6 Ex-Serviceman Discharge Book issued by Ministry of Defence,
 - 13.5.7 Any other photo bearing ID Card issued by the Central/ State Government.
- 13.6 PwD candidates availing the facility of scribes as per Para 10 shall also be required to carry requisite Medical Certificate/ Undertaking/ Photocopy of the Scribe's Photo ID Proof, as specified therein. Candidates without these documents will not be allowed to appear in the PBT.
- 13.7 Any other document mentioned in the Admit Card shall also be carried by the candidates while appearing in the PBT.
- 13.8 Applications with blurred photograph and/or signature will be rejected.
- 13.9 While appearing for PBT as well as Skill Test (wherever applicable), candidates are not permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination hall. If any candidate is found to possess mobile phone or any other means of wireless communication/ electronic gadgets, in working or switched off mode, his/ her candidature shall be cancelled. The candidates applying for PBT should ensure that they fulfil all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the PBT, it is found that they do not fulfil any of the eligibility conditions, their candidature for the PBT will be cancelled by the FTII.

13.10 Candidature can also be cancelled at any stage of the recruitment for any other ground which FTII considers to be sufficient cause for cancellation of candidature.

14. Document Verification (DV)

14.1 After declaring results of PBT and Skill Test (wherever applicable), Document Verification (DV) of selected candidates will be conducted by FTII as per the merit of result and vacancy against respective posts.

14.2 At the time of Document Verification, candidates will have to show original (wherever stated) and submit self attested photocopies of following documents/ certificates:

14.2.1 Matriculation/ Secondary Certificate i.e. 10th std. pass (show original)

14.2.2 Higher Secondary Certificate i.e. 12th std. pass, if applicable (show original)

14.2.3 Graduation Certificate/ all semester or year passing mark-sheets, if applicable (show original)

14.2.4 ITI/ Diploma passing certificate, if applicable (show original)

14.2.5 All experience certificates, if applicable (show original)

14.2.6 Order/ letter in respect of equivalent Educational Qualifications and or equivalent Board/ University, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications and or Board/ University, if a candidate is claiming a particular qualification as equivalent qualification.

14.2.7 Caste/ Category Certificate, if belongs to reserved categories, if applicable (show original).

14.2.8 Persons with Disabilities Certificate in the required format, if applicable (show original)

14.2.9 For Ex-Servicemen (ESM), if applicable (show original):

- 14.2.9.1 Serving Defence Personnel Certificate as per Annexure-XI, if applicable.
- 14.2.9.2 Undertaking as per Annexure-XII.
- 14.2.9.3 Discharge Certificate, if discharged from the Armed Forces,
- 14.2.10 Any other relevant certificate if seeking any age relaxation (show original).
- 14.2.11 No Objection Certificate, in case already employed in Government/ Government undertakings (show original).
- 14.2.12 A candidate who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
 - 14.2.12.1 In case of marriage of women: Photocopy of Husband's passport (show original) showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage (show original) or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner (show original);
 - 14.2.12.2 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 (show original) showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage (show original) or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner (show original).
 - 14.2.12.3 In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
 - 14.2.12.4 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 (show original).

14.3 If candidate fails to report for the Document Verification at the place, date & time (which will be intimated later), he/ she may lose claim on the said selection.

15. Action against candidates found guilty of misconduct:

15.1 If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination or thereafter, their candidature will be cancelled and they will be debarred from future recruitments for the period mentioned below:

Sr. No.	Type of Malpractice	Debarment period
1	Taking away any examination related material such as Rough Sheets, FTII's Copy of Admit Card, Answer Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
2	Leaving the examination venue uninformed during the examination.	2 Years
3	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or FTII's representatives etc.	3 Years
4	Obstruct the conduct of examination/ instigate other candidates not to take the examination.	3 Years
5	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
6	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his candidature.	3 Years
7	Possession of mobile phone either in 'switched on' or 'switched off' mode.	3 Years
8	Appearing in the same examination more than once in contravention of the rules.	3 Years

9	A candidate who is also working on examination related matters in the same examination.	3 Years
10	Damaging examination related infrastructure/ equipments.	5 Years
11	Appearing in the exam with forged Admit Card, identity proof, etc.	5 Years
12	Possession of fire arms/ weapons during the examination.	5 Years
13	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or FTII's representatives etc.	7 Years
14	Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
15	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years
16	Possession of Bluetooth Devices, spy cameras, or any other electronic gadgets in the examination hall.	7 Years
17	Impersonate/ Procuring impersonation by any person.	7 Years
18	Taking snapshots, making videos of question papers or examination material, labs, etc.	7 Years
19	Sharing examination terminal through remote desktop softwares/Apps/ LAN/ VAN, etc.	7 Years
20	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

15.2 FTII may also report the matter to Police/ Investigating Agencies, as deemed fit. FTII may also take appropriate action to get the matter examined by the authorities/ forensic experts, etc.

16. FTII's Decision is Final: The decision of FTII in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of PBT/ examination(s), allotment of examination centers all other matters related with conduct of recruitment process will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

17. Caution notice – This is to inform to all the candidates that Film and Television Institute of India, Pune has not appointed any agents or coaching centers for action on its behalf. Candidates are warned against any such claims being made by persons/ agencies. Also, candidates must be cautious/ beware of Touts and job racketeers trying to deceive them by false promises of securing jobs in FTII either

through influence or by use of unfair or unethical means. Candidates will be selected purely as per merit. Please beware of unscrupulous elements and do not fall in their trap.

**REGISTRAR
FTII, PUNE**

Annexure – I**FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE**

This is to certify that Shri/ Shrimati*/ Kumari* _____ son/daughter* of _____ village/ town* _____ in _____ District/ Division* of the _____ State/ Union Territory* belongs to the Caste/Tribe which is recognized as a Scheduled Caste/ Scheduled Tribe* under:

*The Constitution (Scheduled Castes) Orders, 1950:

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970.

* The Constitution (Sikkim) Scheduled Tribes Order, 1978.

2. Shri/Shrimati*/Kumari* _____ and/or* his/her* family ordinarily reside(s) in village/ town* of _____ Territory* of _____ District/Division* of the _____ State/Union.

Signature

Designation

(with seal of office)

State/Union Territory

Place

Date

* Please delete the words which are not applicable.

Note: The term "Ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(Above format is as per the brochure published by DoPT on its website, chapter 08)

Annexure – II

**FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of _____ village/town in _____ District/Division in the _____ State/Union Territory belongs to the community _____ which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment' s Resolution No. _____ dated _____.*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory.

This is also to certify that he/ she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 - Estt.(SCT) Dated 08.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the applicant is mentioned as OBC.

**- As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(Above format is as per OM No. 36036/2/2013- Estt.(Res.)dated 30.05.14 issued by DoPT)

Annexure – III**Form of declaration to be submitted by the OBC – NCL candidate****(in addition to the community certificate)**

I _____ son/ daughter of Shri _____ resident of village/ town/ city _____ district _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/ 22/ 93 – Estt (SCT) dated 08.09.1993. It is also declared that I do not belong to persons/ sections / sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 08.09.1993, O.M No. 36033/ 3/ 20040-0 Estt (Res.) dated 09th March 2004 and O.M. No. 36033/ 3/ 2004 – Estt. (Res.) dated 14th Oct. 2008.

Signature: _____

Full Name: _____

Address: _____

Government of.....

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLY WEAKER SECTIONS**

Certificate No.....

Date:.....

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari
son/daughter/wife of permanent resident of,
..... Village/Street, Post Office,
.....District..... in the State/Union
Territory..... Pin Code.....whose photograph
is attested below belongs to Economically Weaker Sections, since
the gross annual income* of his/her family** is below Rs. 8 lakh
(Rupees Eight Lakh only) for the financial year His/her
family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the
caste which is not recognized as a Scheduled Caste, Scheduled
Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

Recent passport size attested photograph of the applicant

***Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term '**Family**' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Form-V
Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent Passport
size Attested
Photograph
(Showing face only)
of the person
with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum
..... son/ wife/ daughter of
Shri..... Date of Birth
(DD/ MM/ YY) Age years, male/female
..... Registration No. permanent
resident of House No. Ward/Village/Street
..... Post Office District
..... State whose
photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/ She has% (in figure).....
percent (in words) permanent Locomotor
Disability/dwarfism/blindness in relation to his/her
..... (part of body) as per guidelines
(.....number and date of issue of the guidelines to be
specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour certificate of disability certificate is issued.

Form-VI
Certificate of Disability
(In case of multiple disabilities)
[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent size Photograph (Showing face only) of the person with disability	Passport Attested
---	----------------------

Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum
..... /son/wife/daughter of Shri
Date of Birth..... (DD)/(MM)/(YY) Ageyears,
male/female..... Registration No.....
permanent resident of House
No.....Ward/Village/Street.....
..... Post Office District.....
State whose photograph is affixed above, and are
satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-

In figures:-percent

In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till..... (DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Form-VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
[See rule 18(1)]

Recent Passport size Attested photograph (Showing face only) of the person with disability
--

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
..... son/wife/daughter of Shri
Date of Birth..... (DD)/(MM)/(YY) Age years,
male/female..... Registration No. permanent
resident of House No..... Ward/Village/Street
Post Office District..... State
whose photograph is affixed above, and am satisfied that he/she
is a case of disability. His/her extent of
percentage physical impairment/disability has been evaluated as
per guidelines (to be specified) and is shown against the relevant
disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after years months, and therefore this certificate shall be valid till (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal))

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.

Annexure – VIII**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o _____ a _____ resident of _____ Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/PMR)

Annexure – IX**Letter of Undertaking for Using Own Scribe**

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____, _____ (name of the State/ UT) My qualification is _____

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination

I do hereby undertake that his/ her qualification is _____. In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto

(Signature of the candidate with Disability)

Place:

Date:

Annexure – X

**FORM OF MEDICAL CERTIFICATE TO BE PRODUCED BY OH CANDIDATES WITH
BENCHMARK DISABILITY WHO SEEK EXEMPTION FROM APPEARING IN THE
SKILL TEST**

This is to certify that Sh./Smt./Kum _____ son/daughter/wife of
Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he/ she has the following disabilities. (Brief
description of his/ her disabilities) -----

This is a permanent disability and the extent of his/ her disability works out to ____% of
disability.

This disability is likely to interfere with Typewriting (specify)

Signature of Civil Surgeon:

Name:

(Official Stamp)

Place:

Date:

Photograph of
candidate clearly
showing face with
affected portion of the
body

Signature of candidate:

Name:

Annexure – XI**Certificate for serving Defence Personnel**

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his engagement with the
Armed Forces on the (Date) _____.

(Signature of Commanding Officer)

Office Seal

Place:

Date:

Annexure – XII

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I,bearing Roll No.....,appearing for the Document Verification of theExamination, 20....., do hereby undertake that:

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined ason..... in the office of Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:

Name:

Roll Number:

Date:

Date of appointment in Armed Forces:

Date of Discharge:

Last Unit/ Corps:

Mobile Number:

Email ID:

Annexure – XIII**The form of certificate to be produced by Government servants for claiming Age concession****(Letter Head of the Institution/ Issuing Authority)**

This is to certify that Shri/ Ms _____ S/o, D/o, W/o Shri _____ is a regularly appointed employee of this Organization/ Department/ Ministry and duties performed by him/ her during the period(s) are as under

Certified that:

* (a) Shri/ Shrimati/ Kum. _____ holds substantively a permanent post of _____ in the Office/ Department of _____ with effect from _____.

* (b) Shri. Smt. Kum. _____ has been continuously in temporary service on a regular basis under the Central Government in the post of _____ in the Office/ Department _____ with effect from _____.

Signature: _____

Name: _____

Designation: _____

Ministry/ Office: _____

Address: _____

Office SEAL: _____

Place: _____

Date: _____

17. Indicative Syllabus for the Paper (OMR) Based Test (PBT):

The syllabus is divided into 02 parts – (i) General Ability which will be of 60 marks and Specific Area which will be of 40 marks. General Ability is further subdivided into 4 Sections - (a) General Knowledge, (ii) General English, (iii) General Intelligence & Reasoning and (iv) Computers, carrying 15 marks each. The General Ability syllabus of 60 marks is common for all the posts but its difficulty level will change as per the required educational qualification of posts in question whereas 40 marks Specific Area changes for each post. Syllabus is as stated below;

(a) General Knowledge: Question in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience of their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining History, Culture, Geography, Economic Scene, General Policy & Scientific Research, Film & TV industry in India, etc.

(b) General English: Questions in this component will be designed to test the candidate's understanding and knowledge of English language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting mis-spelt words, one-word substitution, active/ passive voice of verbs, tenses, conversion into direct/ indirect narration, comprehension passage.

(c) General Intelligence and Reasoning: This component may include questions on analogies, similarities & differences, space, visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, number/ figural series, numerical operations, coding and decoding etc.

(d) Computers: Questions in this component will be designed to test the candidate's understanding & knowledge of computers systems, various input & output devices, knowledge of MS Office/ Libre Office, Internet & its application, email, face-book, tweeter, search engine etc. The test will also include questions related to basic hardware knowledge of computer other related.

Post at sr. no. 1: Cameraman (Electronic & Film)

Specific Area : Multiple Choice Questions will be asked on – types of ENG camcorders & studio cameras, types of lenses, filters, tripods, reflectors, screamers & other accessories, indoor as well as outdoor safety & precautions while carrying out the shoot through knowledge of image formation, principal focal & focus length, size & intensity of image, principle of axis, depth of field, depth of focus, factor controlling the depth of field & focus, deep focus, shallow focus, variation of aperture with distance, chromatic & spherical aberration, curvature of field & distortion astigmatism, additive & subtractive color theory, different kind of light sources like natural light, fluorescent light, tungsten light & its effect, colour temperature & colour balance, lighting, low key & high key picture, different type of framing & composition, picture at varying shutter speed, picture with different lenses, picture under different light conditions, various types of video tapes, three point lighting & multiple point lighting system, indoor & outdoor lighting, hard & soft lighting, single camera & multi-camera lighting, multicamera CCU operations, video chain of multicamera, preventive & corrective maintenance of video equipment, video transferring, archival & retrieval of video signals in analogue & digital formats using computers.

Post at sr. no. 2: Graphic & Visual Assistant

Specific Area: Multiple Choice Questions will be asked on – visual arts, performing arts and fine arts like illustration, typography, photography, calligraphy, painting, pottery, animation, architecture, sculpting, composition, mural art, print making, etc. Fundamentals of art, world art history, appreciation and art movements (from prehistory to 20th century AD), pre historic & early civilizations across the world. Aesthetics of design, concepts of drawing including perspective, sketching, balance, line of action, human & animal anatomy study, geometry and nature design, cartooning, still, life in 3D pencil, dimension and perspective effects, etc. Further,

from digital subjects including digital Graphics, appreciation and foundations of Visual Arts Design in 2D and 3D, including 2D and 3D animation, communication design, advertising etc., colour theories & its psychology in the visuals, understanding the art movements in the history to impactful practical use.

Post at sr. no. 3: Film Editor

Specific Area: Different kinds of video tapes, film structuring, subject movement, camera movement, cuts & transitions, rhythm, timing, pace, tempo. Knowledge of editing concepts like shock attraction, flutter cut, associative, metric, tonal dialectical, linkage, point of view editing, invisible editing, empathic editing. Knowledge of Linear Editing: assembly, insert, off line, online, switching etc. Optical effects, video effects, cut away, cutting in action, cutting on movement, inter cutting, parallel cutting, montage. Knowledge of Non-Linear Editing: control track, time code editing, sequencing in time line, synchronization of picture and sound, adding effects, code editing, sequencing in time line, synchronization of picture and sound, adding effects, titles & caption preparation, synchronous and non-synchronous sounds, background music, special effect sounds, mixing & posting the mixed track mixing techniques, rough cut, final master tape making etc. Knowledge of AVID & FCP. Creation of illusion of reality, smooth cut, constructing a lucid continuity, constructing physical continuity, matching consecutive actions, change in image size & camera angle, sense of screen direction, matching tone – 180-degree rule. Basic maintenance of film & video equipments & their accessories.

Post at sr. no. 4: Make-up Artist

Specific Area : Multiple Choice Questions will be asked on – skin preparation, skin tones, application of foundations & powders, corrective & camouflage techniques, contouring & highlighting, application of lipsticks, glossers & liners, effect of different lipstick colours, creating glowing skin, lip liners, altering lip shapes, eye brow shaping, false eyelashes, eye shadow in powders & creams, liquid eyeliners, smoky eyes, eyebrow shaping, glamour make up, reshaping lips, creating textures with colours, pencil/liquid liner, mascaras, false lash application, blushers in powders & creams, highlighting & shadow, different male & female feature having variations in eyes, hands, neck, nose, mouth, skin texture. Make – up of different age groups like child, youth, middle age, old age, very old age, dying, death, skull etc. Different

make – up techniques for emotional effects, addiction. Hairstyle of male & female characters each from 17th century till date. Special make – up like bomb blast, wounds etc.

Post at sr. no. 5: Laboratory Assistant (Grade – I)

Specific Area: Film material, positive, negative, inter positive, inter negative, release print, storage, film formats, 16mm, 35mm, 70mm, Imax, digital intermediate, digital cinema packaging, DCI. Knowledge of Colour Correction System, its maintenance & upkeep, softwares for Colour Correction, digital record keeping, transfer of data. Knowledge of color editing software to add the desired hues, tones and color palates to an edited film. Knowledge of terms like primary colours, secondary colours, complementary colours, hue, saturation, luminance, chrominance, contrast ratio, colour theory, colour correction in film etc. Operational knowledge of Monitors, Projectors, Servers etc. used in colour grading and colour correction system.

Post at sr. no. 6: Research Assistant (Technical)

Specific Area: Knowledge of Research Methodology, sources of reliable information, methods of data collection, reference work and concept of mass media. Knowledge of repair, maintenance and upkeep of different types of equipments & accessories related to Film and or Television Production. Majorly includes Cameras & Camcorders, Lenses, Tripods/ Dollies, Batteries, Monitors etc. Also, different types of Projectors, Screens, Cables, Converters, Connectors, Audio – Video patch panels, Public Address System, 5.1 Surround Sound System, Dolby ATMOS system, Single phase & 03 phase supply, 5 A & 15/ 16 A requirements, UPS, different types of batteries & its requirement, backup time calculations. Also, different types of Lights used in shooting Indoor as well as outdoor like HMI, Halogen, Fresnel, Tungsten, Joker, LED, their wattages. Different types of Electric Trolley Boards. Concept of colour temperature, focus – defocus, hard – soft light, white & black balance and use of butter paper, gelatin papers, CTO & CTB filters in lighting. Calculations related to KVA ratings & backup of Portable Generators as per light load.

Post at sr. no. 07: Assistant Security Officer

Specific Area: This component may include questions on basic knowledge of Handling emergencies, Emergency evacuation & management, principles of emergency management, legal compliances in security industry, Roastering, physical security, personnel security,

household security, security of the assets, security of buildings, educational institute, types of threats and measures to mitigate the threat. Basic questions on Fire & Fire Fighting, crowd control, Operational health & safety, Identification of improvised explosive devices, Identification of different types of arms in use in public & police, first – aid, crisis response and disaster management. Information related to the knowledge of examination & identification of documents including identity cards, passport, smart cards and Govt. photo identification cards along with arms license and travel document. Simple questions related to handling and operation of non-prohibited weapons. Simple & basic questions related to First Information Report, Indian Penal Code, Arms Act, Explosive Act and right to private defence, badges of ranks in police & military forces. Questions related to usages of security equipments and devices like security alarms, screening equipments, HHMD etc. also, related questions on handling unidentified objects, conducting anti-sabotage checks and handling various security related equipments.

Post at sr. no. 08: Production Assistant

Specific Area : Multiple Choice Questions will be asked on – various stages of Film & TV production like preproduction stage; production stage; and post production stage, information regarding the personnel involved above – the – line & below – the line, key departments required for film making & television production, dealing with technicians, drivers & local people, preparation of budget, preparation of script break down, artiste handling, location setting including various permissions, preparing of shooting schedule, handling cast, crew hiring procedures, crew duties, fair idea of contracts agreements for actors, agents etc, maintaining different call sheets for preproduction, budget & ongoing production for both Film as well as TV. Basic knowledge of different types of equipments used for Film shooting / TV production. Basic difference between Ad films, Short film, Documentaries, Feature films etc. Floor Manager in a TV Studio set up for multicamera production, different signs used by Floor Manager while on live TV Production / broadcast.

Post at sr. no. 09: Assistant Maintenance Engineer (Mechanical)

Specific Area: Knowledge of repair, maintenance and upkeep of different types of equipments & accessories related to Film and or Television Production. Majorly includes Cranes, Crab Dolly, Straight & Round track-trolley, Jimmy Jibs, Tripods & Dollies, Trolleys (vehicles) used to

move props & portable lights, Lighting System (Tarafa/ studio based manual lighting system), Light Stands, Barn-doors, half net, Full net, Skimmer, Cutter, Reflector, Cutter & Reflector stands, Patla, Jimmy Jib, Sand Bags, Portable Generators etc. Also, basic repair, maintenance & upkeep of vehicles which includes Buses, Cars, Jeeps, Trucks, Mini – Buses, Tempo – Travelers, Auto – Rickshaws, Generator Vans, Mini – Trucks, Electric Vehicles etc.

Post at sr. no. 10: Assistant Maintenance Engineer (Electrical)

Specific Area: Knowledge of repair, maintenance and upkeep of different types of equipments & accessories related to Film and or Television Production. Majorly includes Cameras & Camcorders, Lenses, Tripods/ Dollies, Batteries, Monitors etc. Also, different types of Projectors, Screens, Cables, Converters, Connectors, Audio – Video patch panels, Public Address System, 5.1 Surround Sound System, Dolby ATMOS system, Single phase & 03 phase supply, 5 A & 15/16 A requirements, UPS, different types of batteries & its requirement, backup time calculations. Also, different types of Lights used in shooting Indoor as well as outdoor like HMI, Halogen, Fresnel, Tungsten, Joker, LED, their wattages. Different types of Electric Trolley Boards. Concept of colour temperature, focus – defocus, hard – soft light, white & black balance and use of butter paper, gelatin papers, CTO & CTB filters in lighting. Calculations related to KVA ratings & backup of Portable Generators as per light load.

Post at sr. no. 11: Sound Recordist

Specific Area : Multiple Choice Questions will be asked on – different types of wired & wireless microphones, its directionality, wired & wireless transmission related to microphone, basics of amplifier & loudspeaker, design of amplifier, oscillator & power supplies, sound mixers, volume controllers & equalizers, amplifier gain structure, sound reproduction; acoustic properties of enclosures & their correlation with the subjective listening of sound, equalization, balance mixing, dynamics (compression & expansion), different types of filters, pre-amplifiers & level shifting techniques, different types of sound effects, reverberation, delay, sound design for motion picture production, different cables & connectors, Vu meter & sound level meter, operation on ProTools, time code synchronization analog & digital consoles, different recording & editing softwares, digital audio workstation, audio console operation in a multicamera setup, surround sound, troubleshooting & maintenance of sound equipments including soldering & crimping, audio & video chain of multicamera, preventive & corrective measures of audio

equipment, audio transferring, archival & retrieval of audio signals in analogue & digital formats using computers.

Post at sr. no. 12: Laboratory Technician

Specific Area: Film material, positive, negative, inter positive, inter negative, release print, storage, film formats, 16mm, 35mm, 70mm, Imax, digital intermediate, digital cinema packaging, DCI. Knowledge of Colour Correction System, its maintenance & upkeep, softwares for Colour Correction, digital record keeping, transfer of data. Knowledge of color editing software to add the desired hues, tones and color palates to an edited film. Knowledge of terms like primary colours, secondary colours, complementary colours, hue, saturation, luminance, chrominance, contrast ratio, colour theory, colour correction in film etc. Operational knowledge of Monitors, Projectors, Servers etc. used in colour grading and colour correction system.

Post at sr. no. 13: Demonstrator (Sound Recording)

Specific Area: Multiple Choice Questions will be asked on – 1. Microphones: Dynamic & condenser microphones stereo microphone theory directional characteristics microphone response parameter popular patterns 2. Mixing consoles records, Digital Audio workstations. 3. Audio formats (WAV, AIFF, SD II, MXF, WMA) 4. A to D & D to A difference between analogue and Digital sound 5. Basic electronics Diodes, Transistors, FET's, amplifiers, Logic gates. 6) Reverberation Delay. 7. Equalisation 8. Dynamic range – Signal to Noise ratio, Compressor, Limiter, Expand, Noise Gate etc. 9. Optical mono sound tracks for films, stereo sound track, Dolby digital, Dolby Atmos etc. 10. Sync Sound Recording, Production Sound Chain, Multi Track recording, Automated Dialog replacement, MIDI, Sampling & Synthesis.

Post at sr. no. 14: Stenographer

Specific Area: Use of Shorthand for taking dictation, noting down speeches, press conferences, minutes of meetings/ conferences/ seminars/ enquiry committees, speech writing, helping in public relations & typing speed, Hard core use of Computers, Laptops & other electronic devices including short-cut keys without using mouse, different file formats, data entry etc. Also, professional level use of Internet, Email, Hard disk, pen drive etc. Proficiency in using & posting contents on different Social Media Platforms. Simple questions related of Govt. of India Rules on Reservations, Income Tax, Service Tax, Pay Commission, Pay & Allowance, Leave,

Purchase Procedures, Bank Procedures, Court Procedures etc. Preparing press releases, giving press conference briefings, preparing contents for social media post, managing electronic & print media etc.

Post at sr. no. 15: Upper Division Clerk

Specific Area: The questions in this section will be designed to test the ability of appropriate use of numbers & number sense of the candidate. The scope under this section will be computation of whole numbers, decimals, fractions & relationships between numbers, percentage, averages, interest, profit & loss, time & distance, time & work, basic algebraic identities of school algebra, Bar diagram & Pie chart etc. Simple questions related of Govt. of India Rules on Reservations, Income Tax, Service Tax, Pay Commission, Pay & Allowance, Leave, Purchase Procedures, Bank Procedures, Court Procedures.

Post at sr. no. 16: Mechanic

Specific Area: Knowledge of repair, maintenance and upkeep of different types of equipments & accessories related to Film and or Television Production. Majorly includes Cranes, Crab Dolly, Straight & Round track-trolley, Jimmy Jibs, Tripods & Dollies, Trolleys (vehicles) used to move props & portable lights, Lighting System (Tarafa/ studio based manual lighting system), Light Stands, Barn-doors, half net, Full net, Skimmer, Cutter, Reflector, Cutter & Reflector stands, Patla, Jimmy Jib, Sand Bags, Portable Generators etc. Also, Cameras & Camcorders, Lenses, Tripods/ Dollies, Batteries, Monitors etc. Also, Knowledge of repair, maintenance and upkeep of different types of Projectors, Screens, Cables, Converters, Connectors, Audio – Video patch panels, Public Address System, 5.1 Surround Sound System, Dolby ATMOS system, Single phase & 03 phase supply, 5 A & 15/ 16 A requirements, UPS, different types of batteries. Also, different types of Lights used in shooting Indoor as well as outdoor like HMI, Halogen, Fresnel, Tungsten, Joker, LED, their wattages. Different types of Electric Trolley Boards. Concept of colour temperature, focus – defocus, hard – soft light, white & black balance and use of butter paper, gelatin papers, CTO & CTB filters in lighting. Knowledge of repair, maintenance & upkeep of equipments related to Television Studios.

Post at sr. no. 17: Hindi Typist Clerk

Specific Area: the questions in this section will be designed to test the ability of appropriate use of numbers & number sense of the candidate. The scope under this section will be computation of whole number sense of the candidate. The scope under this section will be computation of whole numbers, decimals, fractions & relationships between numbers, percentage, averages, interest, profit & loss, time & distance, time & work, basic algebraic identities of school algebra, Bar diagram & Pie chart etc. Simple questions related of Govt. of India Rules on Reservations, Income Tax, Service Tax, Pay Commission, Pay & Allowance, Leave, Purchase Procedures, Bank Procedures, Court Procedures.

Post at sr. no. 18: Carpenter

Specific Area: Types of carpentry works, skills for carpentry, tools and machineries for carpentry, selection of materials, types of woods used in carpentry, ripping/ cross cutting/ curve/ sawing/ cutting, grinding operation to make required shape. Measuring, marking, work holding and testing instruments. Work related to construction building, installing, and removing wooden and other structures on the film/ TV set and on location. as well as dismantling of set in Film or TV Studio and also on location (in open as well as in closed atmosphere), Knowledge to carry-out the design and creative vision of the Producer and the Director under the art department. Ability to visualize & built structures (for example Spacecraft or ship etc.) and props like window frames, doors, or staircases using wood & other material. Ability to creatively see through film set production in a timely manner and also knowledge of support structures on which sets are built-up. Use of strong math skills to appropriately develop sets to scale. Knowledge related to disposing of set material and Health & safety related job activities.

Post at sr. no. 19: Driver

Specific Area : Multiple Choice Questions will be asked on – different types of vehicles like light vehicles, heavy vehicles etc, various sections of the Motor Vehicle Act, 1939, detailed traffic rules, different signs as defined by RTOs for driving, geographical knowledge of Pune, Mumbai and nearby areas, situation based questions on driving skills & requirement of Driver to handle the said situation, basic repair & maintenance of all types of vehicles, insurance of motor vehicles, related offences, related penalties & procedures, accident claims, knowledge of first aid.

Post at sr. no. 20: Electrician

Specific Area: Knowledge of repair, maintenance and upkeep of different types of equipments & accessories related to Film and or Television Production. Majorly includes Cranes, Crab Dolly, Straight & Round track-trolley, Jimmy Jibs, Tripods & Dollies, Trolleys (vehicles) used to move props & portable lights, Lighting System (Tarafa/ studio based manual lighting system), Light Stands, Barn-doors, half net, full net, Skimmer, Cutter, Reflector, Cutter & Reflector stands, Patla, Jimmy Jib, Sand Bags, Portable Generators etc. Also, Cameras & Camcorders, Lenses, Tripods/ Dollies, Batteries, Monitors etc. Also, Knowledge of repair, maintenance and upkeep of different types of Projectors, Screens, Cables, Converters, Connectors, Audio – Video patch panels, Public Address System, 5.1 Surround Sound System, Dolby ATMOS system, Single phase & 03 phase supply, 5 A & 15/ 16 A requirements, UPS, different types of batteries. Also, different types of Lights used in shooting Indoor as well as outdoor like HMI, Halogen, Fresnel, Tungsten, Joker, LED, their wattages. Different types of Electric Trolley Boards. Concept of colour temperature, focus – defocus, hard – soft light, white & black balance and use of butter paper, gelatin papers, CTO & CTB filters in lighting. Knowledge of repair, maintenance & upkeep of equipments related to Television Studios.

Post at sr. no. 21: Painter

Specific Area: Types of painting works, skills for painting, tools and machineries for painting, selection of materials, types of paints used in painting, different surfaces, Masonry/ Wood/ Metal, smooth/ rough surface, porous/ non porous, substrate. Preparing the surfaces, application of primer – Interior & exterior surfaces along with wood & Metal. Preparation of Enamel Putty & Cement Putty of Interior & Exterior Surface. Water based & solvent based products, tools for painting, mixing procedures, measurement of painted area for arriving at the labour cost, paint cost etc., Painting techniques, Work related to painting set and other structures on the film/ TV set in studios as well as on locations. Knowledge to carry-out the design and creative vision of the Producer and the Director under the art department. Knowledge related to disposing of paint material and Health & safety related job activities.

Post at sr. no. 22: Technician

Specific Area: Knowledge of repair, maintenance and upkeep of different types of equipments & accessories related to Film and or Television Production. Majorly includes Cranes, Crab Dolly, Straight & Round track-trolley, Jimmy Jibs, Tripods & Dollies, Trolleys (vehicles) used to move props & portable lights, Lighting System (Tarafa/ studio based manual lighting system), Light Stands, Barn-doors, half net, full net, Skimmer, Cutter, Reflector, Cutter & Reflector stands, Patla, Jimmy Jib, Sand Bags, Portable Generators etc. Also, Cameras & Camcorders, Lenses, Tripods/ Dollies, Batteries, Monitors etc. Also, Knowledge of repair, maintenance and upkeep of different types of Projectors, Screens, Cables, Converters, Connectors, Audio – Video patch panels, Public Address System, 5.1 Surround Sound System, Dolby ATMOS system, Single phase & 03 phase supply, 5 A & 15/ 16 A requirements, UPS, different types of batteries. Also, different types of Lights used in shooting Indoor as well as outdoor like HMI, Halogen, Fresnel, Tungsten, Joker, LED, their wattages. Different types of Electric Trolley Boards. Concept of colour temperature, focus – defocus, hard – soft light, white & black balance and use of butter paper, gelatin papers, CTO & CTB filters in lighting. Knowledge of repair, maintenance & upkeep of equipments related to Television Studios.

Post at sr. no. 23: Multi Tasking Staff (Assistant Carpenter)

Specific Area: Types of carpentry works, skills for carpentry, tools and machineries for carpentry, selection of materials, types of woods used in carpentry, ripping/ cross cutting/ curve/ sawing/ cutting, grinding operation to make required shape. Measuring, marking, work holding and testing instruments. Work related to construction building, installing, and removing wooden and other structures on the film/ TV set and on location. as well as dismantling of set in Film or TV Studio and also on location (in open as well as in closed atmosphere), Knowledge to carry-out the design and creative vision of the Producer and the Director under the art department. Ability to visualize & built structures (for example Spacecraft or ship etc.) and props like window frames, doors, or staircases using wood & other material. Ability to creatively see through film set production in a timely manner and also knowledge of support structures on which sets are built-up. Use of strong math skills to appropriately develop sets to scale. Knowledge related to disposing of set material and Health & safety related job activities.

Post at sr. no. 24: Multi Tasking Staff (Laboratory Attendant)

Specific Area: Film material, positive, negative, inter positive, inter negative, release print, storage, film formats, 16mm, 35mm, 70mm, Imax, digital intermediate, digital cinema packaging, DCI. Knowledge of Colour Correction System, its maintenance & upkeep, softwares for Colour Correction, digital record keeping, transfer of data. Knowledge of color editing software to add the desired hues, tones and color palates to an edited film. Knowledge of terms like primary colours, secondary colours, complementary colours, hue, saturation, luminance, chrominance, contrast ratio, colour theory, colour correction in film etc. Operational knowledge of Monitors, Projectors, Servers etc. used in colour grading and colour correction system.

Post at sr. no. 25: Multi Tasking Staff (Plumber)

Specific Area: Basic Fitting Operation, Hacksawing, chiseling, filling, drilling, taping, grinding, thread cutting on different types of pipes, fitting accessories, joining of pipes by gas welding, soldering and brazing. Brick wall cutting for concealing pipe line. Bending of pipes using plumbers' tools & equipment. Joining of pipes using heat process. Construct complete pipeline using different types of joints & fixing. Cock & valve on pipe line. Water analysis test, water pressure test, installation & maintenance of electric pumps, power calculation for motor pumps, different taps & types.

Post at sr. no. 26: Multi Tasking Staff (Cleaner)

Specific Area: Knowledge of different types of vehicle cleaning & washing solutions as per need, requirement and atmospheric condition with knowledge of other consumables used for vehicle cleaning. Knowledge to operate various tools & equipment required for vehicle repair. Knowledge of preparing documents for repair work, preparing vehicle checklist etc. Knowledge of RTO rules & regulations, vehicle insurance. Different types of vehicles like heavy vehicles, light vehicles etc., traffic rules, different signs as defined by RTOs for driving & parking. Geographical knowledge of Pune, Mumbai and nearby areas. Situation based questions on driving & assisting skills and requirements of Driver & Cleaner to handle the said situation. General cleaning, maintenance & upkeep of vehicles and knowledge of basic spare parts of vehicles.

Post at sr. no. 27: Multi Tasking Staff (Farash)

Specific Area: Identifying housekeeping requirements & resources. Preparing for housekeeping activities, cleaning floors, cleaning washrooms & bathrooms, replenishing supplies in washrooms & bathrooms and completing cleaning. Cleaning vertical spaces, fittings, internal glass spaces. Keeping areas neat, tidy and in good order and maintain upkeep. Waste disposal, Checklists & registers. Reporting & documentation, Interacting with superiors. Knowledge of different types of cleaning & washing solutions as per need, requirement and atmospheric condition with knowledge of other consumables used for cleaning. Knowledge to operate various tools & equipment required for cleaning. Knowledge of preparing documents for cleaning work, preparing checklist etc.

Post at sr. no. 28: Multi Tasking Staff (Peon)

Specific Area: General cleanliness & upkeep of the room/ section with furniture & fixtures, opening – closing rooms, dusting of furniture like table, chairs, almirahs, book-shelves, cubicles, doors, windows, other fixtures etc., physical maintenance of records, knowledge of operating photocopying machine, dairy, dispatch, dak receipt & delivery, data entry in registers and on computers. Basic knowledge of banking system and other services related to bank. Basic knowledge of Internet, email and social media platforms. Opening – closing of rooms/ sections etc. Translation of words from English to local language and vice – versa. Simple calculations on percentage, profit & loss, simple interest, average, time & work, time & distance, BODMAS (brackets, orders, division, multiplication, addition subtraction). Knowledge of Speed Post, Parcel and other postal services & system, collecting & distributing couriers or parcels and sorting dak/ mails. Preparing Coffee & Tea for Staff & Visitors, decent serving practices. Basic knowledge of billing system & other services as required for office related to Municipal Corporation, Electricity Board, Telephone Exchange, Hospitals etc.

Post at sr. no. 29: Multi Tasking Staff (Cook cum Chowkidar)

Specific Area: Basic knowledge about cooking Indian dishes, food and hygiene. Basic knowledge of physical security, personnel security, household security, security of the assets, security of buildings, educational institute, types of threats and measures to mitigate the threat. Basic questions on Fire & Fighting, crowd control, operational health & safety, identification of improvised explosive devices, identification of different types of arms in use in public & police, first-aid, crisis response and disaster management. Information related to the knowledge of

examination & identification of documents including identity cards, passport, smart cards and Govt photo identification cards along with arms license and travel document. Simple questions related to handling and operation of non-prohibited weapons. Simple & basic questions related to First Information Report, Indian Penal Code, Arms Act, Explosive Act and right to private defence, badges of ranks in police & military forces. Questions related to usages of security equipments and devices like security alarms, screening equipments, HHMD etc. Also, related questions on handling unidentified objects, conducting anti-sabotage checks and handling various security related equipments.

Post at sr. no. 30: Studio Assistant

Specific Area: Knowledge of different types of Lights used like Halogen, Fresnel, HMI, LED, Tungsten, Joker etc. and their wattages. Concept of colour temperatures of various types of lights, colour temperature conversion filters, different types of sets and electrical system used in Film & Television shootings inside studios as well as on locations. Knowledge of different technical terms like focus, defocus, soft light, hard light etc. along with necessity of different shooting instruments used for shooting like Skimmer, Cutter, Reflector, Barn door, Full Net, Half – Net, different colour Gelatin Papers, Director's View Finder, Boom – rod etc. Basic knowledge of different types of cameras, camcorders, tape formats, filters, cables, connectors & converters used in shooting. Knowledge of different types of equipments used in a TV studio like Vision Mixer (VM), Camera Control Unit (CCU), Audio Console, Lighting Console/Dimmer panel, Tele-prompter, Monitors, Head Phone, Mics used in a TV Studio and how Pre – production and Production is carried – out in a Multicamera setup.

Evaluation/ details of Skill Test

1. Driver

The skill test will examine candidate's ability to safely operate different types of heavy and light motor vehicles. Broadly, following skills will be tested;

- i. Checks before starting the vehicle.
- ii. Controlling the vehicle with respect to speed and use of clutch, brake, accelerator, steering wheel, etc. on the road.
- iii. Change of speed in accordance with various situations such as speed of other vehicles, pedestrians, road conditions, amount of light and the distance seen ahead.
- iv. While driving in traffic, use of proper lane and change of lane, safe distance with respect to other vehicles, obeying traffic rules, zebra crossing, proper signaling before turning.
- v. Judging distance (safe distance from other cars, pedestrians, bicyclists etc.)
- vi. Parking skills like parallel parking or reverse parking or parking on slope etc.
- vii. Stopping (smoothly at the right spot and quickly & safely in an emergency)
- viii. Respecting the rights of others.
- ix. Knowledge about minor repair & maintenance of motor vehicle

2. Hindi Typist and Stenographer

Guidelines for evaluation of typing test/ scripts (English/ Hindi)

NATURE OF MISTAKES

A. Full Mistakes: Following errors will be treated as full mistakes: -

- i. For every omission of a word/ figure.
- ii. For every substitution of a wrong word/ figure, except transposition of words.
- iii. For every addition of a word/ figure not found in the passage.
- iv. For every spelling error committed by way of repetition, or addition, or omission, or substitution of a letter/ letters, e.g. the word 'spelling' typed as seeplings; seplling; speling; seepling; spelling etc.
- v. For repetition of word/figure, e.g. 'I shall be grateful
- vi. Incomplete words (half typed words will be treated as mistake).

B. Half Mistakes: Following errors will be treated as half mistakes: -

- i. **Spacing Errors:** Where no space is provided between two words, e.g. 'Ihope', or undesired space is provided between the words or letters of a word e.g. 'I have', 'I h ave' (space left between a word).
- ii. **Wrong Capitalisation:** Wrong typing of a capital letter for small letter or vice-versa. (This does not apply in respect of Hindi Typewriting scripts)
- iii. **Punctuation Errors:** Where the punctuation mark is omitted or added or substituted by another.
- iv. **Transposition Errors:** Where words are transposed, e.g. the words 'I hope' typed as 'hope I'.
- v. **Paragraphic Errors:** Half mistake shall be treated for each irrational para, where the space given before starting of any paragraph is not uniform, i.e. paragraph given manual spaces; without pressing the Tab Key, will be treated half-mistake.

NOTE: Any corrections made by pen or pencil will be treated as a Mistake.

Instructions to the Candidates

- The candidates are expected to type the words/ figures and numerical/ years in the manner as given in the Question Paper (both in English & Hindi). Mistake will be

treated if a candidate types differently or in other language. This applies for both in English & Hindi Mediums.

- The candidate is required to type the Test Passage in the Medium opted by him, e.g. if he opts for English Medium, he is required to type in English language and vice-versa. No credit will be given if a candidate types in the Medium not opted by him.
- Candidates are required to use **Tab Key** for beginning of any Para; rather than giving spaces manually. Every Para, where the space given without pressing the **Tab Key**, will be treated as a half-mistake.
- Candidates are **Not** required to repeat the passage, if he/she has completed→ the passage once and has time in his/her disposal, however they are allowed to revise and correct their mistakes and inaccuracies, if any, during the prescribed time.
- After every Punctuation mark, only **One** space is to be inserted, e.g. after comma, full stop, mark of interrogation etc. However, candidates are advised to follow the Question paper scrupulously in this regard.
- Any irrelevant matter/numerical typed will be treated as a mistake.
- Any incomplete word arising due to any reason, will be treated as one full mistake

3. Stenographer

EVALUATION OF TRANSCRIPTS OF STENOGRAPHY TESTS – NATURE OF MISTAKES

1. FULL MISTAKES: The following mistakes are treated as full mistakes:-

- a) Every omission of word or figure. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- b) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s). However, if a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake.
- c) Every addition of a word or figure or a group of words or figures not occurring in the dictated passage.

2. HALF MISTAKES: The following are treated as half mistakes:-

- a) Wrong spelling, including transposition of letters in a word and also omission of a letter or letters from a word. Mis-spelling of proper nouns and unfamiliar names are ignored. If the wrongly spelt word occurs more than once in the passage it will be treated as a single half mistake.
- b) Using singular or plural noun and vice versa.
- c) Use of small letter at the beginning of the sentence.

NOTE

- a) More than one error in a single word: All the errors are counted but the total mistakes counted in a single word should not exceed one full mistake.
- b) Every passage will be accompanied by a list of words which can be spelt/ written in more than one form. All the spellings/ forms of words will be acceptable and not counted as error. For example the word 'Honorable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- c) CANDIDATES ARE NOT PENALISED FOR ANY TYPE OF ERRORS OR MISTAKES OTHER THAN THOSE DESCRIBED ABOVE.
- d) The above guidelines will be valid for Hindi Stenography Skill Test also.

e) Method of calculation of mistakes in Stenography Skill Test:-

$$\text{Percentage of Errors} = \frac{(\text{Full Mistakes} + \text{Half Mistakes}/2) \times 100}{\text{Number of words in the master passage}}$$

Percentage will be rounded off to two decimal places. For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

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