

## EDUCATIONAL MULTIMEDIA RESEARCH CENTRE

(An Institution of CEC-UGC on Electronic Media)

ST. XAVIER'S COLLEGE (AUTONOMOUS), KOLKATA

30, MOTHER TERESA SARANI, KOLKATA – 700016

Phone: 033-29710008 Website: www.emrc.org

Advertisement No. SXC/EMRC/1/2023

Date of Publication: 16.09.2023

Last date of receipt of application: 06.10.2023 upto 17:00 Hrs.

The Principal, St. Xavier's College (Autonomous), Kolkata invites applications from suitable candidates for the post of **Director (One Post) at Educational Multimedia Research Centre (Autonomous), Ajaynagar, Kolkata** in the Academic Level – 14 in the Pay Matrix- Rs.1,44,200 – 2,18,200/- on direct recruitment basis. The details are as under:-

Sl. No.	Name of Post, Age & Pay Matrix	No. of post	Reservation position.	Required minimum Educational Qualifications & Experiences	Method of Recruitment	Age Limit (as on closing date of receipt of applications).
1.	<p>Director</p> <p>On tenure basis for a period of upto 5 years extendable to another term(s) upto the age of 60 years.</p> <p>Age limit: Not exceeding 55 years on the closing date of advertisement.</p> <p>Pay Matrix CPC: Rs. 1,44,200 – 2,18,200 Academic Level – 14</p>	1 (one) Post	(Un Reserved)	<p>Master's Degree in any subject with consistently good academic record.</p> <p>10 years of experience in Media or Mass Communication, especially in Television Programme Development, as Producer/Director or Engineer or Researcher.</p> <p>Having good communication skills to involve university academics in ETV production, Experience in new age content development pedagogy.</p> <p>As evidence of their experience : Candidates must submit 3 clips of 5 minutes each of their production in different formats as documentary, Educational video, 4 quadrant e-content, video instructional video or any other.</p>	100% by Direct Recruitment.	55 years.

Application in the prescribed format (affixed therewith recent passport size photograph of the candidate and complete in all respect along with self-attested testimonials including the post applied for should be sent to the **Principal**, St. Xavier's College (Autonomous), 30, Mother Teresa Sarani, Kolkata – 700016 so as to reach on or before the stipulated date and time. **The shortlisted candidates only will be called for interview.** Decision of the Appointing Authority shall be final and binding for all purpose. No enquiries/correspondence in this matter will be entertained.

1. Prescribed application form may be downloaded from the website of EMRC, Kolkata: <http://emrc.org/announcement/>.
2. Complete application (affixing recent passport size photograph) should be submitted containing therewith all relevant supportive certificates/testimonials viz. qualification, experience, birth certificate, caste certificate in the prescribed form etc., duly Self-attested.

3. Incomplete applications and application(s) received after the due date and time will not be entertained.
4. Applications should be addressed to the Principal, St. Xavier's College (Autonomous), 30, Mother Teresa Sarani, Kolkata – 700016 and sent in a closed and well-sealed envelope/cover super scribing on the top of the envelope/cover "Application for the post of Director". St. Xavier's College (Autonomous), Kolkata shall not be responsible for any postal delay. The candidate must have to give his complete correspondence and permanent address (positively with PIN Code), telephone and or cell-phone number(s) and E-mail ID.
5. Candidates who are already in service should submit their applications through proper channel. However they may send an advance copy of application and produce a "No Objection Certificate" from the employer at the timer of interview, failing which he/she shall not be interviewed. Further, such candidates should also submit a certificate from the employer or their authorized officer to the effect that no disciplinary case is either pending or contemplated against him/her. Apart from this, the Vigilance Clearance Certificate shall also be furnished along with the application form or at the time of interview.
6. In case response to this advertisement is found exceptionally high, the EMRC, St. Xavier's College (Autonomous), Kolkata reserves the right to restrict the number of candidates having higher percentage of marks in the requisite qualification to be called for interview. Merely possessing the prescribed qualification and requisite experience will not entitle a candidate to be called for the interview.
7. St. Xavier's College (Autonomous), Kolkata reserves the right to fill or not to fill the post advertised for any reason what so ever.
8. St. Xavier's College (Autonomous), Kolkata reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
9. St. Xavier's College (Autonomous), Kolkata reserves the right to reject any application without assigning any reason thereof.
10. Relaxations as permissible under Government of India rules will apply.
11. Initial appointment will be on temporary basis with a probationary period of 2 (two) years.

The Principal,  
St. Xavier's College (Autonomous),  
30, Mother Teresa Sarani, Kolkata- 700016

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*May be noted that there should be at least 21 days gap between the day on which the advertisement is published and the last date of receipt. It would be better if the end date (last date of receipt) falls on a working day.*

**Educational Multimedia Research Centre**

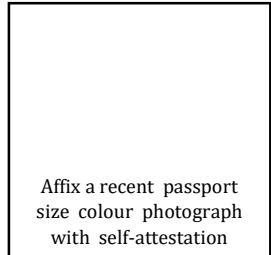
(An Institution of CEC-UGC on Electronic Media)

St. Xavier's College (Autonomous), Kolkata

30 Mother Teresa Sarani, Kolkata – 700 016

Application No.

(for Office use only)



**Application Form**

(Please read the Instructions & Guidelines before filling the form)

Advertisement No.....

<b>Post Applied for:</b>	
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Personal details (in capitals)							
1.	Full Name: (in block letters)						
2(a)	Father's Name:						
2(b)	Mother's Name:						
3.	Nationality:						
4.	Gender: (Male/Female)						
5.	Date of Birth:						
6.	Age as on the last date of submission of application	Years:		Months:		Days:	
7.	Category: (SC/ ST / OBC / PWD / Gen)						
8.	Whether Physically Challenged (If yes, please specify with relevant certificate)						

9.	Marital Status:	
10.	Permanent Address:	
11.	Full address for Correspondence: (with PIN code)	
	Tel. No.	
	Mobile No.	
	E-Mail	

12.	<b>Educational Qualifications (Matriculation onwards):</b>				
Name of the Exam	Board/University	Year of Passing	% of marks	Division/Class/GPA	Subjects
Please use an additional sheet, if required, retaining the above tabular format.					

13.	<b>Experience (Enclose additional sheet, if required, in the same format):</b>				
Organisation	Post held (permanent/ temporary) Basic Pay and Pay Band with Grade Pay	Nature of Work	Period		No. of Years/ months
			From	To	

14.	<b>Languages Known:</b>				
	Language	Speak	Read	Write	Examination Passed (if any)

15.	<b>Present position:</b>	
a.	Designation along with nature of appointment	
b.	Present pay scale & other details:	
c.	Pay Band + GP:	
d.	Present basic pay:	
e.	Total Emoluments: (Including DA, HRA, TA etc.)	
f.	Date of next increment:	

16.	<b>Are you willing to accept the minimum pay? If not, what initial pay do you expect? Give reasons justifying your request.</b>

17.	<b>If appointed, how much time will you need for joining the Institution?</b>

18.	<b>Any other relevant information you wish to furnish:</b>

Please use an additional sheet, if required, retaining the above tabular format.

20.	<b>Referees: Give below the names of two referees holding responsible position and should not be a relative of the candidate. One of the referees should be his/her present or recent employer.</b>	
	Name	Address, Phone No. and E-mail ID
1.		
2.		

**DECLARATION**

I declare that all the entries made in the application are true to the best of my knowledge and belief, and that I have not suppressed or misrepresented any information which may disqualify my candidature.

Date\_\_\_\_\_

Signature of the applicant

**ENDORSEMENT OF THE FORWARDING AUTHORITY**

Mr./Mrs./Miss/Dr. \_\_\_\_\_ Designation \_\_\_\_\_ has been working in a temporary/permanent capacity with effect from \_\_\_\_\_. His/her Pay band + Grade Pay is \_\_\_\_\_. He/she is drawing a basic pay of Rs. \_\_\_\_\_. His/her next increment is due on \_\_\_\_\_.

It is certified that no disciplinary / vigilance case has ever been held or contemplated or pending against him/her.

Signature:

Name:

Designation:

Date:

Seal of the Office: