

**BIJU PATTANAİK**  
**FILM & TELEVISION INSTITUTE OF ODISHA**  
**CUTTACK-753007**

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NOTICE NO. 1160 Dt. 28.12.2021

**NOTICE – EMPANELMENT FOR AUDIO VISUAL DIRECTOR**

Biju Pattanaik Film & Television Institute of Odisha(BPFTIO),Cuttack invites applications for Empanelment of Audio visual Directors for a period of three years, subject to fulfillment of the criteria related to educational qualifications, experience, & terms of engagement given in Appendix-II. The quality of service provided/performance of the Audio visual Directors shall be reviewed annually by the Institute.


Interested Passed out students of BPFTIO should submit their applications as per the Appendix-I , Appendix-II & Appendix-III attached, along-with the copies of the qualification and experience proofs to the official e-mail of this Institute i.e. bpftio123@gmail.com on or before 10.01.2022. No application will be entertained for the current empanelment process, after the due date. In case any Audio visual Director has been found guilty of misconduct in professional capacity in some other organisations and his name has been circulated/reported by the Indian Banks Association (IBA)/Central Bureau of Investigation (CBI)/ Reserve Bank of India (RBI)/Any other Govt. Agency/Body, his/her application will not be considered for empanelment. BPFTIO reserves the Right to amend/modify any terms of empanelment and withdraw the advertisement without any notice.

Encl: As above

  
Director (I/C)  
BPFTIO, Cuttack

Memo No. 1101 /Dt. 28.12.2021

Copy to BPFTIO website/Notice board/BOSE Notice board/BPFTIO alumnae whatsapp group (BPFTIO family) for information of passed out students.

  
Director (I/C)  
BPFTIO, Cuttack

**Appendix- I**

**Application for Empanelment with BPFTIO,Cuttack**

Dear Sir,

Date:

I am desires to apply to your organization for empanelment as Audio Visual Director.

My particulars are given below:

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age \_\_\_\_\_

Sex \_\_\_\_\_

Tel. Nos. (Landline) \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_

**Educational / Professional Qualifications :**

Sl. No.	University/Institute/Award	Qualification	Year

The above information about me is true to the best of my knowledge and if found incorrect, I will be fully responsible for the consequences.

Enclosed: Attested photocopies of all Certificates/Documents of Proof.

Signature \_\_\_\_\_

Name \_\_\_\_\_




**Appendix-II**

**Eligibility Criteria for empanelment of Audio visual Directors in BPFTIO**

A person shall be eligible to be empanelled as a Audio visual Directors if:

- i) He is a passed out students from BPFTIO,Cuttack.
- ii) He is minimum 20 years of age. (However, there is no maximum age limit for an Audio visual Director to remain on panel).
- iii) Must have experience in Documentary/short film/promotional film/corporate film or similar kind of AV programme making for Government Departments / established corporate bodies.
- iv) Weightage to be given to the National and State award winners.
- v) The Audio visual Directors has not been removed / dismissed by any organisation related service (as a director or technician in AV production) earlier.
- vi) The Audio visual Director has not been convicted of any offence and sentenced to a term of imprisonment.
- vii) The Audio visual Director has not been found guilty of misconduct in professional capacity.
- viii) The Audio visual Director has not been convicted of an offence connected with any proceeding under the Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958.
- ix.)The Audio visual Director possesses a PAN Card number / Service Tax/GST number as applicable.

  
Director,

BPFTIO,Cuttack

**Appendix-III**

**Format of undertaking to be submitted by the AV Director for Empanelment**

**UNDERTAKING**

I,..... son/daughter of  
..... do hereby solemnly affirm and state that:

I am a citizen of India,

- I have not been removed / dismissed from service/ employment earlier,
- I have not been convicted of any offence and sentenced to a term of imprisonment,
- I have not been found guilty of misconduct in professional capacity,
- I am not an undischarged insolvent,
- I have not been convicted of an offence connected with any proceeding under the
- Income Tax Act 1961, Wealth Tax Act 1957 or Gift Tax Act 1958 and My PAN Card number / Goods & Services Tax (GST) number as applicable is \_\_\_\_\_
- I have made a complete and full disclosure. I have not been found guilty of misconduct in professional capacity. In case I am found guilty of misconduct/adoption of unethical practices in professional capacity, in any Bank/Institution / IBA/Central Bureau of Investigation (CBI)/ Reserve Bank of India (RBI)/Any other Govt. Agency/Body, my empanelment will stand cancelled with BPFTIO,Cuttack, without referring to Grievances Redressal System of BPFTIO,Cuttack .
- I have taken permission from my employer ( if the applicant is employed in any Government Department/PSU/Limited company/Private company)- **Enclose permission letter.**

Dated : .....

Signature.....

Name.....