

15

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF SENIOR FILM CHECKER

1. To supervise the checking work of Film Checkers and assist the Film Library Assistant in the issue and return and storage of films in the vaults.
2. To check the difficult/complicated/seriously damaged prints assigned by Film Library Assistant.
3. Any other job assigned by Film Library Assistant/ Film Preservation Officer/Film Library Officer/ Director.

2/11/6

19/6
(P.K.Nair)
Director
National Film Archive of India
P.O. Box 1600, New Delhi 110 016

✓

(80)

NATIONAL FILM ARCHIVE OF INDIA

Duty List of Assistant Projectionist.

1. To attend to the daily film/video projection work of NFAI arranged within the Archive premises as well as outside.
2. To operate the various viewing tables, slide projector/overhead projector and cleaning equipments for checking, cleaning, preview and study of archival material.
3. Any other duty assigned by Film Preservation Officer/Director.

C M
(P.K. Neair)
Director

OK
Ans
14/9

ac/14987.

Duty List of Director, NFAI, Pune

1. Director is the top-most post in the Organisation.
 2. He is the Head of Department and is responsible for proper and efficient management of the affairs of NFAI.
 3. Supervision of the work of the Regional Officers and Dy.Director-cum-Curator.
 4. To keep contact with filmmakers, private collectors, laboratories for locating archival film material tracing their ownership and initiating their procurement action.
 5. Discussion with Professor of Film Appreciation, FTII for drawing up academic screenings for FTII.
 6. Organisation of Courses/lectures/seminars for interested film study groups in colleges, Universities and other educational set ups.
 7. Discussions with Archives F.A.Course faculty for the organisation and execution of various academic programmes of the NFAI.
 8. Previewing of films received in the Archive for checking print condition and also as member of purchase (i) committee and also to study the films for preparing notes for lectures/courses/seminars.
 9. Archive screenings for invitees at Pune- supervision.
 10. Scrutiny of synopses prepared by Archive staff and other contract workers for cyclostyling/publications.
 11. Monthly meetings with section heads and dealing assistants of each section.
 12. Summer Course in Film Appreciation at Pune-organisation and giving lectures.
 13. Scrutiny of monthly reports of activities of NFAI at Pune and Regional Offices.
Verification of monthly overdue statements and suggest follow up action.
 14. Selection of stills from films for copying, building up the archival collection of stills from Indian and International Cinema.
 15. Annual Reports of NFAI for Ministry and for Federation of International Film Archives (FIAF).
 16. Assisting the Directorate of Film Festival in organising the International Film Festival at New Delhi and Filmotsavs at State capitals in various capacities.
 17. Writing of Annual CRs of staff working in the Archive in the capacity of recording as well as Reviewing Officer.
 18. Tours - Bombay, Delhi, Calcutta, Madras, Bangalore, Trivandrum and abroad.
-

(3) (54)

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF FILM LIBRARY ASSISTANT -- I

Maintenance of

(a) Master cards and preparation of data, both basic and technical, after detailed checking of all films.

(b) Reel-wise index cards/checking sheet of films.

2. Detailed checking of all fresh acquisition prints and negatives.

3. Identification of sound tapes in the Archive collection and preparation and maintenance of their index cards.

4. Preparation of damaged negative/prints and synch correction before sending to laboratories.

5. Preparation of monthly acquisition statements and film catalogue supplements and procurement of stores required for day to day checking.

6. Assisting Film Preservation Officer in :

i) Checking the print quality of all new films received from laboratories, and

ii) Identifying incomplete film material whose title are not traceable.

7. Any other job assigned by Director/Film Preservation Officer.

21/6/85

19/6
(P.K. Nair)
Director.
National Film Archive of India
PHONE :- 55516

NATIONAL FILM ARCHIVE OF INDIA

No. 85/20/85 - Estt.

Dated 28th July '94

Duty list of Film Checkers.

1. To check/clean film Prints/Negatives/Master Positives including Nitrate based material received in the Archive and to prepare reel-wise checking sheet.
2. Joining/re-conditioning of damaged film prints/Negatives/Master Positives.
3. Viewing Machine operation (Steenbeck/Intercine) when called for.
4. Ultrasonic automatic film cleaning machine operation when ~~at~~ called for.

(K.S.Sasidharan)
Dy. Director-cum-Curator

etc/pe

28/7
ac/28794.

✓

(4) 58

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF FILM LIBRARY ASSISTANT II

- I. 1. Supervising of the work of Film Checkers (including physical verification of the checking work done by them and giving certificate to that effect.
2. Issue and return of films from vaults ensuring their proper storage for E.C. identification.
3. The operation of viewing equipments and films shown to research scholars on the viewing equipment.
- II. 1. Classification and storage of films in different vaults according to their base, gauge, colour, nitrate/acetate, negative/positives.
- III. 1. Verification of picture/sound quality of new prints received from laboratory from small screen or ~~big~~ big screen projection.
- IV. 1. Repair of damaged prints and sync correction before copying.
- V. 1. Acknowledgements of film receipt and taking action in the event of non receipt of films after expiry of loan-period or damages noticed due to careless handling by borrowers.
- VI. 1. Maintenance of accession register of films (and other registers ~~and~~ i.e. long-term loan, preview, vaultsetc.) and assisting FPO in identifying incomplete film material whose titles are not traceable.
- VIII. Any other job assigned by Director/Film Preservation Office;

Received
original

Symthn
21/6/88

19/6
(P.K. Nair) (sd)
Director
National Film Archive of India
PHONE 6-1110

✓

(4) 50

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF FILM LIBRARY ASSISTANT II

- I. 1. Supervising of the work of Film Checkers (including physical verification of the checking work done by them and giving certificate to that effect.
2. Issue and return of films from vaults ensuring their proper storage for E.C. identification.
3. The operation of viewing equipments and films shown to research scholars on the viewing equipment.
- II. 1. Classification and storage of films in different vaults according to their base, gauge, colour, nitrate/acetate, negative/positives.
- III. 1. Verification of picture/sound quality of new prints received from laboratory from small screen or ~~xx~~ big screen projection.
- IV. 1. Repair of damaged prints and sync correction before copying.
- V. 1. Acknowledgements of film receipt and taking action in the event of non receipt of films after expiry of loan-period or damages noticed due to careless handling by borrowers.
- VI. 1. Maintenance of accession register of films (and other registers ~~xxx~~ i.e. long-term loan, preview, vault etc.) and assisting FPO in identifying incomplete film material whose titles are not traceable.
- VIII. Any other job assigned by Director/Film Preservation Office

19/6
(P.K. Nair) (s)
Director
National Film Archive of India
PHONE - 11146

Received
Original

Symthn
21/6/88

DUTY LIST OF FILM PRESERVATION OFFICER

1. To do technical tests on the films received in the archive and to arrive at their possible life span.
2. To devise ways and means to salvage such films as are on the verge of disintegration/decomposition.
3. To check and certify the print quality of new prints received from laboratory before settling their processing bills.
4. To carry out acid tests on new prints to find out that they have been properly washed for archival preservation.
5. To supervise the proper storage and preservation of films in the vaults and also their issue and return.
6. To coordinate the copying work entrusted to FITI and outside laboratories.
7. To initiate action on the procurement of specialised technical equipment and chemicals required for the day-to-day maintenance and checking of archival films.
8. To examine the micro-filming work of the Archive and certify its quality and also to supervise their preservation for long use.
9. Repair of damaged negatives/prints and supervising their syno correction before copying.
10. Distribution of checking, maintenance and indexing work of the Film Library Assistants and other technical staff working under him.
11. Identifying film material received from various sources which are incomplete and original titles not available.
12. Any other job assigned by Director.

57

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF JUNIOR LIBRARIAN

1. To assist the Senior Librarian in day to day functioning of the library.
2. Accessioning of Books and ancillary film material and cataloguing thereof.
3. Processing the various bills in respect of Books/Magazines/ and other ancillary material procurement.
4. All non-professional work concerned with the conduct of work of the Books/Ancillary material Library.
5. Preparation of monthly acquisition of catalogues of books and ancillary material.
6. Any other work assigned by the Director/Film Library Officer/Senior Librarian.

original recd.

*hyw
21/6/65*

19/6
(P. D. Choudhary)
(K. K. Nair) Officer
National Director, of India
PHONE :- 55516

VIDEO TECHNICIAN

Duty List

the technical condition of video cassettes in the Archive after due previewing them and their dope shell.

ify, document all video cassettes in the collection and maintain their accession

al checking of video cassettes in the collection and finding out their damages if to long storage and frequent use.

t a research worker in previewing the films choice available in the video collection ve.

t in transferring film to video as well as video of selected film through outside, like NFDC, Doordarshan etc.

te check & maintain the various video ts available in the NFAI.

(25)

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF ADMINISTRATIVE OFFICER

1. To function as Drawing and Disbursing officer. Over all incharge of Administrative wing of the Archive and supervise the work of Administrative and Accounts sections.
2. Central Registry and Hindi Cell.
3. Implementation of Plan Schemes, Advisory Committee recommendations.
4. To execute agreements, contracts etc.
5. To coordinate the work of the Archive by keeping liason with Film Library Officer and Film Preservation Officer and Regional Officers.
6. Any other job assigned by Director.

S. M. M.
प्रशासन अधिकारी
Administrative Officer
राष्ट्रीय फिल्म संग्रहालय, पूना 4.
National Film Archive of India Pune 4

(S. M. M.)
Director
National Film Archive of India
PHONE :- 58516

(a)

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF UDC - II (ADMN. & ACCOUNTS)

1. To function as Cashier and to attend to all accounts work including preparation of all bills e.g. Pay, Contingent T.A., L.T.C., overtime, medical reimbursement and bills pertaining to building ~~etc.~~
2. To maintain all prescribed account registers.
3. All matters pertaining to establishment e.g. Recruitment, Service Books, advances etc.
4. Maintenance of G.P.FUND account of class IV staff.
5. Customs clearance/Export of film consignments.
6. Any other job assigned by Administrative Officer/Director.

Received
original on 21/6/85
(SB)
20/6

प्रशासन अधिकारी
Administrative Officer
राष्ट्रीय फिल्म संग्रहालय, पूना 4.
National Film Archive of India Pune 4

(P.K.Nair)
Director.
National Film Archive of India
PHONE :- 58516

(13)

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF LOWER DIVISION CLERK (Admn. & Accounts)

1. Work pertaining to general supplies and services - e.g. stationery, local purchase, furniture, type writers, coolers, liveries etc.
2. Annual Stock verification.
3. Reports and Returns
4. Typing and despatch.
5. Any other item of work assigned by Accountant/ Administrative Officer/Director.

[Signature]
प्रशासन अधिकारी
Administrative Officer
राष्ट्रीय फिल्म संग्रहालय पूना 4.
National Film Archive of India Pune 4

[Signature] 19/6
(P. D. Phardwal)
(P. D. NAIR) Officer
Director
National Film Archive of India
PHONE :- 58516

[Signature]
21/6/85

(6)

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF ACCOUNTANT

1. To supervise the work of staff in Administrative/Accounts Section (except that of Hindi Translator)
2. Audit Objections.
3. Budget and implementation of Plan Schemes.
4. Reconciliation of Accounts and Raw Stock.
5. All administrative work pertaining to Advisory Committee, Selection Committee, Purchase Committee, Research Programme Committee and conduct of Film Appreciation Courses and Research and publication Projects undertaken by the Archive and outsiders.
6. All reports/returns pertaining to Accounts section.
7. Any other jobs assigned by Administrative Officer/Director.

[Signature]

प्रशासन अधिकारी

Administrative Officer

राष्ट्रीय फिल्म संग्रहालय, पूना 4.

National Film Archive of India Pune 4

[Signature] 19/6

(P.K.Nair)

Director

National Film Archive of India

PHONE :- 58516

[Signature]
21/6/85

21

NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF L.D.C. (Technical and Preservation wing)

1. Assistance (including typing work) to Film Preservation Officer and Film Library Assistant II.
2. Out-station duties concerning special screenings.
3. Labelling of film cans and vaults and maintenance of index cards.
4. Any other job assigned by Film Preservation Officer/Director.

(P. R. N. Bhargava)

Administrative Officer

National Film Archive of India

PHONE :- 58516


NATIONAL FILM ARCHIVE OF INDIA

DUTY LIST OF LIBRARY ATTENDANT

1. To attend to the requirements of Film Library Officer/Senior Librarian/and other staff/Documentation Assistant in the Library.
2. To dust the books/magazines and other ancillary material collection and keep them in proper order.
3. To attend a xeroxing work as and when required.
4. Any other job assigned by Director/Film Library Officer/Senior Librarian/Documentation Assistant.


(P.K. Nair)
Adm. Director

National Film Archive of India
PHONE :- 58516


12/4/85

35

NATIONAL FILM ARCHIVE OF INDIA

DUTIES OF PEON-CUM-PACKER

1. To attend to Regional Officer and Regional Office.
2. To do the packing and forwarding work of films in film library and books/ancillary in the book library of the Regional office.
3. To assist the Film Checker in shifting and rearrangement of film cans, boxes and winding/rewinding of film reels.
4. Any other job items assigned by Regional Officer.

8/8/12
(P.D.Bhardwaj)
Administrative Officer

ac/81286.

31

NATIONAL FILM ARCHIVE OF INDIA

DUTIES OF PEON

1. To attend to Director/Administrative Officer/
or the concerned section head.
2. To attend Administration/Cash & Account^{Concerned} sections.
3. Any other job assigned by Director/Administrative
Officer.

[Signature]
(P.D. Bhardwaj)
Administrative Officer

ac/81286.

Agreed

V. 7

9/12

✓

(19)

NATIONAL FILM ARCHIVE OF INDIA

TY LIST OF UDC, DISTRIBUTION LIBRARY

All correspondence regarding membership/
bookings/despatch/return of films.

Signing of issue slips after verification.

All matter pertaining to special screenings.

Any other job assigned by Film Library Officer/
Director.

(P.K.Nair)
Director
National Film Archive of India
PHONE :- 58516