

# ROOPKALA KENDRO

A Film and Social Communication Institute  
Information & Cultural Affairs Department, Govt. of West Bengal  
Block – GM, Sector – V, Salt Lake City, Kolkata – 700091

## IMPORTANT NOTICE

The names of the candidates featured in the Provisional Merit List are asked to come to Roopkala Kendro on **18<sup>th</sup> December, 2025 at 11:00 a.m.** (candidates of Direction and Motion Picture Photography) **and 2:00 p.m.** (candidates of Editing, Sound Design, Animation Creation) with following original and self-attested marksheets/testimonials and reports.

➤ Age verification certificate (original Birth Certificate/ Admit Card or certificate of Madhyamik or equivalent examination)
➤ SC/ST/ OBC and other certificate (where applicable)
➤ Address Proof (Aadhaar Card/Voter ID Card)
➤ Mark sheets and certificates of Madhyamik or equivalent examination, Higher Secondary or equivalent examination and Graduation.
➤ Passport (for foreign candidates only)
➤ (a) X-ray chest PA view, (b) Blood group and RH typing, (c) Eye testing reports by an ophthalmologist for any refractive errors or colour vision abnormality (d) Audiometry and tympanometry (by an ENT specialist) of both ears.
➤ 2 (two) self-attested passport-size photographs.

All medical reports will be checked by the Medical Officer, and other certificates / testimonials will be verified/checked by competent officials of the institute on the same date.

On being declared medically fit and the credentials found correct the candidates will take admission on any day **between 22<sup>nd</sup> and 24<sup>th</sup> December, 2025 (11:30 a.m. to 4:00 p.m.) at Roopkala Kendro.**

The last date of admission is **24<sup>th</sup> December, 2025.**

### 1. At the time of enrollment –

(a) Amount payable is:

Payment Details	For Direction, Motion Picture Photography, Editing, Sound Design	For Animation Creation & Direction and Development Communication
Admission Fee	Rs.2000/-	Rs.2000/-
Caution Deposit	Rs.5000/-	Rs.2000/-
First Installment of Tuition Fees	Rs.15000/-	Rs.15000/-
<b>TOTAL</b>	<b>Rs.22000/-</b>	<b>Rs.19000/-</b>


(b) All the payment will be made through either Online via **QR Scan** ([CLICK LINK](#)) or **UPI ID: ROOPKALAKENDRO@job** or via **NEFT** to the following bank account :

**Account Name : ROOPKALA KENDRO**  
**Bank & Branch : Indian Overseas Bank, Salt Lake Sector – V**  
**Account No. : 16420100000238,**  
**IFS Code : IOBA0001642**

No other form of remittance will be accepted.

(c) Candidates have to fill-up and submit a copy of Students Anti Sexual Harassment Declaration, Anti Ragging Declaration, Declaration of Copyright, Students' Undertaking', Code of Conduct, Payment Declaration which can be downloaded directly from [DOWNLOAD FORMS LINK](#) from the institute's website <https://kendroonline.com/>, to be duly signed in by his/her guardian on the date of admission.

(d) If a candidate is not able to take admission on the aforesaid days, the candidates in the Wait List will be considered and no further correspondence will be made or entertained. Candidates in the Wait List will be intimated by **26<sup>th</sup>December, 2025** depending on availability of seats.



Director & CEO