

Satyajit Ray Film and Television Institute, Kolkata

(An Academic Institution under Ministry of Information & Broadcasting, Govt. of India)

E.M. Bypass Road, P.O. Panchasayar, Kolkata 700094.

Advertisement for the post of Director, Satyajit Ray Film and Television Institute, Kolkata

Satyajit Ray Film and Television Institute (SRFTI), Kolkata, a premier Institution imparting training in various disciplines of Film and Television, is an Autonomous Institution under Ministry of Information & Broadcasting, Government of India and is registered under West Bengal Societies' Registration Act, 1961. SRFTI, Kolkata invites applications from the citizens of India for appointment to the post of **DIRECTOR** on 'deputation including short term contract' or 'on contract' as per Standard Form of Contract.

Duties and Responsibilities: Director, SRFTI is the Chief Executive of SRFTI and will be in-charge of both academic and administrative functions. He shall be responsible for the proper administration of the Institute and for imparting educational and training instructions. The Director functions as Member Secretary of the SRFTI Society and its Governing Council. He/she further exercises all such powers as may be delegated to him/her by the Governing Council.

Pay Band: PB-4 Rs.37400-67000 + Grade Pay Rs.10000/- of the Central Government and other allowances, as admissible under Central Government Rules. The Director will also be eligible for a residential accommodation in the SRFTI campus.

ELIGIBILITY

On DEPUTATION (including short term contract)

Officers of Central Government/State Government/Autonomous bodies/Statutory Organizations/Semi-Government organizations

- (a) (i) holding analogous post on regular basis OR
- (ii) with three years of regular service in the scale of PB-4 Rs.37400-67000 + Grade Pay Rs.8700 and
- (b) possessing the following educational qualification and Experience:

Essential

- (i) Graduate from a recognized University.

Desirable

- (i) Experience of managing or making personal contribution in one of the following areas:
- Writing Stories/Lyrics/Screenplay/Script for films or TV programmes
 - Editing of Film/TV programmes
 - Production of Film/TV programmes
 - Direction of film/plays/TV programmes

Age limit and tenure

The maximum age limit for appointment on Deputation shall not exceed 56 years.

Period of deputation including the period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization/Department of the Central Government shall ordinarily not exceed 5 years.

The post of Director, SRFTI, Kolkata is exempt from the purview of the rule of immediate absorption for appointment of Central Government employees for five years as contained in the Department of Pension and Pensioners' Welfare's O.M. No.4(12)/85-P&PW dated 31st March, 1987.

OR

On CONTRACT (As per the Standard Form of Contract)

Essential

- (i) Graduate from a recognized University
- (ii) Minimum 10 years experience in the field of Film/Electronic Media out of which minimum three years of administrative experience in an Academic/professional Institution/University/Department/Organisation of National repute.

Desirable

- (i) Being a film maker of repute.
- (ii) Having a post-graduate degree or diploma in cinema from a recognized University or Institute.
- (iii) Having experience of teaching courses related to films/TV in a recognized University/Institution

Age Limit and Tenure

Contract for a period of 3 years may be extended upto 6 years or 60 years or age, whichever is earlier.

Employees of Central Government/State Government/Autonomous bodies/Statutory Organisations and Semi-Government organizations should submit their applications through proper channel (as per Annexure 'A'). Applications not routed through proper channel and after the prescribed time limit, will not be entertained.

The applications should contain the following:-

- (i) Information in the given proforma (Annexure 'A' for Deputation **or** Annexure 'B' for Contract) together with self-attested copies of supporting documents.
- (ii) In case of appointment on Deputation basis, the applications should be forwarded by parent Department with the Undertaking that the officers in the event of their selection will be immediately relieved. The applications should also contain certified copies of ACRs/APARs for the last five years, Integrity Certificate, Vigilance Clearance and also a Certificate to the effect that no major/minor penalty was imposed on the officer during the last 10 years.

The applications in the prescribed proforma duly filled in along with relevant details may be sent to **Registrar, Satyajit Ray Film and Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata 700094**. The envelope should be superscribed as **"APPLICATION FOR THE POST OF DIRECTOR"** and should reach SRFTI, Kolkata **within 45 days from the date of publication of this advertisement**.

No application will be entertained which is found incomplete or received after due date of submission and/or which has been forwarded without complete and up-to-date ACRs/APARs for the last five years, Vigilance Clearance etc, if applicable.

The Governing Council and/or the Government will have the discretion to consider the candidature of any person who has not applied in response to newspaper advertisement. They also reserve the right to reject any/or all applications received for the post without assigning any reason.

Registrar

Tele: 033-24322072

Format for application on **deputation basis**

BIO-DATA PROFORMA

**APPLICATION FOR THE POST OF DIRECTOR, SATYAJIT RAY FILM AND TELEVISION INSTITUTE,
KOLKATA**

(An Academic Institution under MINISTRY OF INFORMATION AND BROADCASTING).

1. Name and Address in block letters :
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central/State Govt. Rules :
4. Educational Qualifications :
5. Whether educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.) :

Qualifications/Experience required	Qualifications/Experience possessed by the officer
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6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post :
7. Details of Employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient :

S.No.	Office/Instt./Orgn.	Post held	From	To	Scale of Pay & Basic Pay	Nature of Duties
(1)	(2)	(3)	(4)	(5)	(6)	(7)

8. Nature of present employment, i.e., ad-hoc or temporary or permanent. :
9. In case the present employment is held on deputation/contract basis, please state:-
- (a) The date of initial appointment.
 - (b) Period of appointment on deputation/contract.
 - (c) Name of the parent office/organization to which you belong.
10. Additional details about present employment. Please state whether working under- :
- (a) Central Government
 - (b) State Government
 - (c) Autonomous Organisation
 - (d) Govt. Undertaking
 - (e) Universities
11. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. :
12. Total emoluments per month now drawn :
13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
14. Whether belongs to SC/ST? :
15. Mobile No. & Email ID :
16. Remarks :

Signature of the Candidate with date.

Address _____

Date: _____

Countersigned _____
(Employer)

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by _____ are correct and he/she possesses education qualifications and experience mentioned in the vacancy circular.

Also certified that:

- (i) There is no vigilance case pending/contemplated against him.
- (ii) His complete CR dossier/ACRs/APARs for the last 5 years duly attested (on each page) by an officer of the rank of an Under Secretary to the Government of India or above are enclosed.
- (iii) His integrity is beyond doubt.
- (iv) No Major/minor penalties have been imposed on him during last 10 years/List of major/minor penalties imposed on him during the last ten years is enclosed.
- (v) The officer, in the event of his/her selection, will be immediately relieved.

(Strike out of whichever is not applicable).

**Signature of Officer not below the
rank of Deputy Secretary with stamp
indicating the name and designation of Officer**

Format for application on **contract basis**

The Registrar,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata – 700 094

Sir,

Sub: **Application for the post of Director, SRFTI.**

This has reference to your advertisement published in on in connection with recruitment to the post of Director in Satyajit Ray Film & Television Institute, Kolkata.

2. I would like to apply for the post of **Director** in Satyajit Ray Film & Television Institute, Kolkata. The required details are furnished below:-

01.	Name (in block letters)		
02.	Father's / Husband's Name		
03.	Present Address		
04.	Permanent Address		
05.	Date of Birth		
06.	Educational Qualification/ prescribed	Experience	Educational Qualification/ Experience possessed
07.	Telephone No.		
08.	Email ID		
09.	Present Occupation, if any		
10.	Other Information, if any		

I hereby declare that the above information is true, correct and complete 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 application/candidature is liable to be rejected summarily.

- Encl: a) self-attested copy of certificate as proof of age
b) self-attested copies of certificates of qualifications
c) self-attested copy of certificate of caste
d) self-attested copies of certificates of experience
e) two copies of recent passport size photographs

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Signature of the Applicant

