



**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**  
**(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)**  
**Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723/9436**

Satyajit Ray Film & Television Institute, Kolkata was established by the Government of India as an autonomous educational Institution under the Ministry of Information & Broadcasting in the year 1996. The Institute offers three years Post-Graduate Diploma Course in Direction & Screenplay Writing, Producing for Film & Television, Motion Picture Photography, Editing, Sound Recording & Design and Animation on cinema.

Applications are invited from the citizens of India for the following engagement, on contract basis, initially for six months, in the Satyajit Ray Film & Television Institute, Kolkata, as per the terms & conditions of the contract engagement of this Institute. Required educational qualification and experience is as under:-

S/N	Name of the Position	No. of Position	Consolidated honorarium per month	Age Limit	Required qualification & experience	Duties
01	Assistant Professor, Cinematography	01 (one)	Rs.52,290/-	37 years  [Relaxable upto 42 years in case of exceptional candidates]	<p><b>a) <u>Essential:</u></b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Motion Picture Photography or cinematography from a recognized University or Institute;</p> <p>iii) At least three years' professional experience as Cinematographer and/or teaching experience in Motion Picture Photography or cinematography in an organization or institution of repute.</p> <p>iv) Expertise and experience in Digital Cinematography, image acquisition and post production workflow.</p> <p><b>b) <u>Desirable:</u></b></p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"><li>• Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable;</li><li>• Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</li><li>• Shall be responsible for one-to-one student guidance;</li><li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li><li>• Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</li><li>• Shall conduct examination(s) and perform related work in any examination;</li><li>• Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li><li>• Shall undertake internal assessment of students;</li><li>• Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li><li>• Shall prepare result and undertake related jobs;</li><li>• Shall perform the duties with regard to the admission of the students;</li><li>• Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li><li>• Shall supervise projects and report to HOD.</li><li>• Shall perform such other duties as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.</li></ul>

02	Assistant (Still Photography)	01 (one)	Rs.13,141/-	Not exceeding 27 years	<p><b>a) Essential:</b></p> <p>i) At least Higher Secondary with Chemistry as one of the subjects from a recognized Board or equivalent;</p> <p>ii) At least FOUR years' experience as a Laboratory Assistant in a commercial Film laboratory or of similar institution of repute and in digital photography</p> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p>	<ul style="list-style-type: none"> <li>• To assist the students in darkroom processing.</li> <li>• To assist the students/faculties in video image acquisition and manipulation.</li> <li>• To shoot in house events both in still and video.</li> <li>• Preservation and logging of digital files for future reference.</li> <li>• To assist the cameraman in different assignments.</li> <li>• Day to day office work.</li> <li>• Any other works assigned by the superiors.</li> <li>•</li> </ul>
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Note:-

- (i) The engagement will be on contract basis initially for three months.
- (ii) The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- (iii) The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
- (iv) The selected candidate will be required to join on immediate basis.

Interested candidates who fulfill the above requirements may send their neatly typed application on plain paper as per the following format with the self-attested copies of certificate of proof of age, qualifications, caste, experience etc. and two copies of recent passport size photographs, addressed to "**The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**", along with a Demand Draft (**non-refundable**) of Rs.200/- (for Sl.No.01) and Rs.100/- (for Sl.No.02), drawn in favour of "**Satyajit Ray Film & Television Institute**", payable at Kolkata. The following categories of applicants are, however, exempted from payment of application fees as per extant practice of GOI - SC, ST, PH, female. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **latest by 05.03.2016**.

The envelope shall be superscribed with the name of the post applied for.

Interested candidates applying for more than one post, have to submit separate application (along with separate Demand Draft) for each post.

Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 05.03.2016.

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

Depending on the number of applications, eligible short-listed candidates will be called for trade test and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test and/or interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. The decision of the Institute in this regard will be final and binding.

**Format for application**

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

Sir,

Sub: **Application for the post of \_\_\_\_\_ on Contract basis, in SRFTI.**

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

2. I would like to apply for the post of ..... in Satyajit Ray Film & Television Institute, Kolkata, on contract basis. 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.	Age as on <b>05.03.2016</b>	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact No.	
14.	Email Address	
15.	Present Occupation, if any	
16.	Other Information, if any	
17.	Demand Draft No., Date and Amount	

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  
f) Demand Draft of Rs.200/-

.....  
Signature of the Applicant