



**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 and Sound Recording & Design and Animation on Cinema.

Applications are invited from the citizens of India for the following engagement, on contract basis, in Satyajit Ray Film & Television Institute, Kolkata:

S/ N	Name of the Post	No. of Position	Monthly consolidated honorarium	Age Limit	Educational & other qualifications required	Duties
01.	Professor, Producing of Film & Television	01 (one)	Rs. 75,225/-	Not exceeding 52 years  [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized University/institution;</p> <p>ii) Degree or Post Graduate Diploma or equivalent in Film or Television Direction/Producing from a recognized University or Institution of repute;</p> <p>iii) At least thirteen years' professional experience &amp;/OR teaching in a responsible capacity in an Organization or Institution of respective Field.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in MANAGEMENT of a recognized University/Institute;</p> <p>ii) At least fifteen years' professional experience and/or teaching in a responsible capacity in an Organization or Institution in the relevant field.</p> <p><b>b) Desirable:</b></p> <p>i) Administrative or Managerial experience;</p> <p>ii) Knowledge of film and TV media and latest trend of promotion/marketing Developments in the field.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<p><b>Functions &amp; Duties</b></p> <ul style="list-style-type: none"><li>• Head of the respective Department;</li><li>• Shall look after the departmental administration;</li><li>• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</li><li>• Shall envision the futuristic structuring of the department;</li><li>• Shall ensure dynamic teaching through innovative pedagogy;</li><li>• Shall initiate extra-curricular activities-seminars, exchanges, workshops etc;</li><li>• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li><li>• Shall integrate all the streams of theory and practical training within the respective department;</li><li>• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li><li>• Shall publish a job chart indicating the allocation of jobs to the staff;</li><li>• Shall prepare and submit annual performance report of the department to the Dean;</li><li>• Shall contribute and cooperate in matters of inter-departmental requirements;</li><li>• Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department;</li></ul>

						<ul style="list-style-type: none"> <li>• Shall constitute a Departmental Disciplinary Committee;</li> <li>• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;</li> <li>• Shall be accountable for the entire working of the department;</li> <li>• Shall ensure completion of courses on schedule;</li> <li>• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean.</li> <li>• Shall assist in Admissions</li> <li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.</li> <li>• Shall exercise such other powers and perform such other duties and functions as assigned to him by the Academic Byelaws of the Institute, as amended from time to time, and as may be assigned to him by the Director/Dean and other authorities from time to time.</li> </ul>
02.	Assistant Professor, Producing for Film & Television	01 (one)	Rs. 53,550/-	Not exceeding 37 years  [Relaxable upto 42 years in case of exceptionally experienced candidate in the relevant field.]	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized University, or equivalent;</p> <p>ii) Post Graduate Degree/Diploma or equivalent in Film/ TV Direction/Production/Producing and at least three years professional experience in Film/TV Production and or respective teaching experience in an organization or institution of repute;</p> <p style="text-align: center;"><b>or</b></p> <p>Post Graduate or Diploma or equivalent in Business Administration, Mass Communication, Media Studies and at least five years professional experience in Film/TV Production and or respective teaching experience in an organization or institution of repute.</p> <p><b>b) Desirable:</b></p> <p>i) Expertise in film/TV production including marketing, finance and distribution.</p>	<ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects/specialization in conventional Film practices AND new emerging Digital/ Electronic Media/ web casting;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements;</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;</li> <li>• Shall prepare &amp; publish class routine or 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 examination conducted by the Institute;</li> <li>• Shall make internal assessment of students;</li> <li>• Shall assess the project(s)/exercises in their own capacity or as a member of a assessment board;</li> <li>• Shall prepare result and related jobs;</li> <li>• Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the</li> </ul>

						courses taught; • Shall perform the duties with regard to the admission of the students; • Shall perform such other duties & functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
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Note:-

1. The engagement will be on contract basis initially for six months.
2. The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
3. The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
4. 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/- 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 27.07.2016**.

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

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

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 27.07.2016**.

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 on Contract basis**

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

Sir,

Sub: **Application for the engagement of** \_\_\_\_\_ **on contract basis, in SRFTI.**

This has reference to your advertisement published in ..... on ..... in connection with engagement to the position of ..... in Satyajit Ray Film & Television Institute, Kolkata, on contract basis.

2. I would like to apply for the engagement 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>27.07.2016</b>	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact No.	
14.	Email ID	
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