



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.	Associate Professor, Direction	01 (one)	Rs.64,643/-	42 years Relaxable upto 47 years in case of exceptional candidates	<p>a) Essential</p> <p>i) Degree of a recognized University</p> <p>ii) Degree or Post Graduate Diploma in Film Direction/ Production or equivalent from a recognized University or Institute</p> <p>iii) At least eight years professional experience as film director and/or teaching experience in Film Direction in reputed organization or institution</p> <p>b) Desirable</p> <p>i) Post-graduate teaching experience in film direction in institute/organization of repute.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none">• Shall implement the syllabus in tune with academic goal of the department;• Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;• Shall be responsible for designing day-to-day implicational aspects of academics;• Shall be especially responsible for regular upgrading and assessment of the students;• Shall ensure proper utilization of existing physical & human resources;• Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;• Shall prepare a roster indicating engagement of all members of Faculty covering core programme;• Shall suggest suitable speaker/trainers for specific area of training;• Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;• Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;• Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;• Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon;• Shall supervise, co-ordinate and ensure completion of courses

						<ul style="list-style-type: none"> on schedule; • Shall make arrangements for holding examination(s); • Shall take necessary follow up action for expeditious publication of results; • Shall submit proposals suggested for inclusion in annual budget; • Shall take effective measures in regard to the Admission of the students; • Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation; • Shall 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/concerned HOD and other authorities from time to time;
02	Assistant Professor, SRD	01 (one)	Rs.53,550/-	37 years Relaxable upto 42 years in case of exceptional candidates	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Sound Recording from a recognized University or Institute;</p> <p>iii) At least three years' professional experience as Sound Recordist in film/TV and/or teaching experience in Sound Recording in reputed organization or institution</p> <p>b) Desirable</p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<p>Functions & Duties</p> <ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable; • Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.; • Shall prepare & publish class routine and workshop/project/exercise schedule; • Shall conduct examination(s) and perform related work in any examination; • Shall evaluate answer scripts of students for respective examinations conducted by the Institute; • Shall undertake internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board; • Shall prepare result and undertake related jobs; • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth running condition of the Department's equipment; • Shall supervise projects and report to HOD.

						<ul style="list-style-type: none"> • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities.
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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 17.10.2016**

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. 17.10.2016**.

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

Those who applied earlier against the advertisement published on 31.08.2016 in the Times of India for engagement of Associate Professor, Direction, need not apply again as the same would be considered with the new applicants.

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 03.10.2016.	
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/-

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Signature of the Applicant