



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 2432-9300, 2432-8355, 2432-8356, FAX: (033) 2432-0723/9436

WALK-IN INTERVIEW

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 three 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	Production Assistant	01	Rs.25,000/-	32 Years (Preferably)	<u>Essential:</u> i) Degree of a recognized University or equivalent. ii) At least FIVE years' experience in Film/TV Production in an Organization or Institution connected with Film/TV Production/Training. <u>Desirable:</u> i) Good knowledge of computer and accounts ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production or media management from a recognized University or Institute of repute; (Candidates are required to produce evidence of work done/ experience)	<ul style="list-style-type: none">• To assist Production Manager or carry out job on his-behalf at the actual location- location amenities/arrange transport/boarding-lodging;• To manage emergency situation/requirement;• To facilitate technical/shooting works required in studios/workshops/field-locations while working alongside students under training; watch and ward duty in those technical area;• Shall remain responsible for safety/security of the related equipment/fund allotted;• Other works as assigned by the seniors.

Note:-

- (i) The engagement will be on contract basis initially for three months, which may be extended afterwards depending on satisfactory performance and requirement.
- (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 attend walk-in interview **at 10.00 hrs. on 28.11.2016 (Monday)** at Admn. Block of this Institute with neatly typed application on plain paper as per the prescribed format with the self-attested copies of certificate of proof of age, qualifications, caste, experience etc. and one copy of recent passport size photograph duly signed across the photo, addressed to: **The Director, Satyajit Ray Film & Television Institute, E. M. By Pass Road, P.O. Panchasayar, Kolkata – 700 094.** Candidates are required to bring all the original certificates mentioned above for verification.

FORMAT

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

Paste
photo & signed
across the
photograph

Sir,

Sub: **Application for the position of Production Assistant, on contract basis in SRFTI.**

This has reference to your advertisement published in the SRFTI's website in connection with engagement to the position of Production Assistant in Satyajit Ray Film & Television Institute, Kolkata, **on contract basis**, initially for 03 months

2. I would like to apply for the position of Production Assistant in Satyajit Ray Film & Television Institute, Kolkata, on contract basis, as per your terms and conditions. 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 28.11.2016	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Telephone No.	
14.	E-mail ID	
15.	Present Occupation, if any	
16.	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) attested copy of certificate as proof of age
b) attested copies of certificates of qualifications
c) attested copy of certificate of caste
d) attested copies of certificates of experience
e) one copy of recent passport size photographs.

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Signature of the Applicant