



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 one year, 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	Dean	01 (one)	Rs.77,290/-	52 years [Relaxable upto 56 years in case of exceptional candidates]	Essential i) Degree of a recognized University or equivalent ii) Diploma from FTII/SRFTI or equivalent in Film or Television with specialization in Direction/ Production/ Editing/Sound Recording/M.P.P. iii) At least thirteen years professional experience as Film Director/ Sound Recordist/ Film Editor/ Cinematographer including two years of Administrative or Managerial experience in organization or institution of repute. OR i) Degree of a recognized University or equivalent ii) At least 15 years' professional experience as Film Director/ Sound Recordist/ Film Editor/ Cinematographer including 3 years of Administrative or Managerial experience in organization or institution of repute. Desirable i) Teaching experience ii) Good knowledge of Indian and International cinema	<ul style="list-style-type: none">• Executive In-charge of the Academic programmes;• Ex-officio member of all academic activity-related committees formed by the Governing Council;• Authority to approve academic programmes under intimation to Director;• To function as Controlling Officer of the Academics;• To interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities;• To function as the Member Secretary of the Academic Council;• To ensure holding of Academic Council Meetings at regular interval;• To ensure implementation of the decisions taken in the meeting of the Academic Council after due approval of the Governing Council;• Shall co-ordinate between the academic departments and help to resolve any conflict that may emerge.• Shall be interfacing and networking with outside Institutions for mutually beneficiary exchange programmes, seeking and developing consultancy and research profiles and planning new programmes;• To co-ordinate and follow-up various administrative needs of academic activities including planning for new infrastructure, faculty development, assistance in major academic events such as conferences, meetings, seminars, workshops, publication, promotion etc.;• Shall hold fortnightly meeting of the faculty members and communicate the minutes of the meetings to Director;• To function as the Secretary of the joint meetings of the faculty members convened by the Director, to consider matters of common interest to more than one faculty, specific issues of common interest recommended by the individual faculty, any matter referred to by the Dean or by the Director or by the Academic Council etc.;• Shall draw out an annual calendar of academic and associated activities and its adherence and communicate the same to all concerned including the Director;• Shall ensure formation and proper functioning of Departmental Disciplinary Committee in each department and submit monthly report

						<p>to the Director;</p> <ul style="list-style-type: none"> • Shall form Dean's Council and ensure its proper functioning; • Shall ensure prior notification of the programming of curriculum for the calendar year; • Shall ensure submission of the monthly reports by all Faculty Members in respect of teaching assignments carried out by them and issue necessary instructions/guidelines on the shortcomings of such report under intimation to the Director in each case; • Shall ensure publication of Class Routine and Workshop/Project/Exercise Schedule by the respective Departments with a copy to the Director; • Shall deal general administration, discipline of the academic departments, students' welfare and settlement of disputes/grievances of the students; • Shall assign specific jobs to subordinates in the academic departments, maintain and review Annual Confidential Reports of the faculty members; • Shall issue warning & reprimands to students, where necessary; • Shall ensure timely action on holding of Convocation and award of Diploma to the students; • Shall exercise such other powers and perform such other duties as assigned to him by the Service Bye-Laws, Financial Bye-Laws, Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman and the Director from time to time.
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Note:-

- (i) The engagement will be on contract basis initially for one year.
- (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/-, 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 26.12.2016**.

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

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. 26.12.2016.

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 26.12.2016	
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/-

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Signature of the Applicant