

सत्यजित रे फ़िल्म एवं टेलीविजन संस्थान
Satyajit Ray Film & Television Institute
भारत सरकार के सूचना और प्रसारण मंत्रालय का एक शैक्षणिक संस्थान
An Academic Institute under the Ministry of I & B, Government of India

Engagement of Sr. Consultants

Satyajit Ray Film & Television Institute invites applications from interested experienced professionals for engagement as Sr. Consultants in the following disciplines on contract for a period of one year on a consolidated remuneration of Rs.70,000/- per month (all inclusive).

1. Sr. Consultant (Sound for Electronic & Digital Media) - One
2. Sr. Consultant (Editing for Electronic & Digital Media) - One

Applicants should possess a Bachelor Degree from a recognised university with a Degree or Post Graduate Diploma in Sound Recording & Sound Engineering/ Sound Designing / Audiography / Film or TV Editing from a recognised university OR Institute and at least 13 years professional and / or teaching experience in the required discipline.

Good knowledge of Indian and international television programmes will be an added advantage.

During the period of contract the Sr. Consultants shall be required to discharge the following functions:-

- Functioning as head of the respective Department,
- Looking after the departmental administration,
- Planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;
- Envisioning the futuristic structuring of the department;
- Ensuring dynamic teaching through innovative pedagogy;
- Initiating extracurricular activities-seminars, exchanges, workshops etc;
- Providing meaningful synergy between all the faculty members, staff and students apart from regular teaching;
- Integrating all the streams of theory and practical training within the respective department;
- Convening and presiding over departmental faculty meeting at least once every month;
- Submitting monthly reports to the Dean in respect of teaching assignments carried out;
- Publishing a job chart indicating the allocation of jobs to the staff;
- Preparing and submitting annual performance report of the department to the Dean;
- Contributing and cooperating in matters of inter-departmental requirements;
- Being overall charge of the department and the controlling officer to exercise general supervision over the Faculty members and staff of the department;
- Constituting a Departmental Disciplinary Committee;
- Submitting 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;
- Accountability for the entire working of the department;
- Ensuring the completion of courses on schedule;
- Modifying/changing the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean;
- Ensuring effective measures in regard to the Admission of the students;
- Responsibility to contribute towards the overall pedagogic design/curriculum of the Institute;
- Performing such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.

Applicants may send their applications in sealed envelope marked "Application for Sr. Consultant" addressing to The Director at the above address within 15 days from the date of this advertisement in the newspaper. **(The last date of receipt of application is extended up to 06.03.2018)**