



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

Applications are invited from the citizens of India for the following engagements, on contract basis, in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualifications 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	Assistant Broadcast Engineer	02 (Two)	Rs.45,000 /-	Not exceeding 50 years; [Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies & Public Sector Enterprises] [Upper age limit is not applicable for regular employees of SRFTI] [For Contractual employees, upper age limit is relaxable by 5 years depending on the number of years of active service in the specialized electronic & digital streams pertaining to television & allied audio-visual platforms.	a) Essential: i) Graduation from a recognized University in any stream with Certification from a recognized institution (Educational or Commercial in Electronics / IT / Signal processing) ii) At least TEN years experience in Digital or Electronic media production, installation, integration & maintenance. b) Desirable: i) Experience in signal routing of professional equipment in the field of Television & handling of networked news automation. ii) Experience in television outdoor broadcast set up, particularly in sports or live cultural events with LIVE streaming experience. (Candidates are required to produce evidence of work done/ experience)	<ul style="list-style-type: none">• To look after the Electronic & Digital Production related job of different high-end equipment;• To look after the signal routing, aligning, calibrating, testing of Electronic & Digital equipment of Television wing.• Shall adhere to statutory requirements in respect of maintenance of all Equipment and Machineries of Television wing;• To ensure Annual Maintenance Contract (AMC) of the respective Equipment of the Television-Departments;• Monitoring, Assessment and Supervision of the maintenance/service carried out by different specialized firms/service providers of different high-end digital electronics equipment and all other Equipment under AMC;• To carryout preventive maintenance of equipment/electrical gadgets for smooth functioning of the academics;• To design circuits/measures for repairing costly equipment as per requirement;• To offer technical expertise during the process of selection/procurement of sophisticated equipment and specialized servicing agents/personnel;• Shall maintain co-ordination with the Purchase, Accounts and Administration Departments of the Institute for smooth functioning of the Television wing;• Shall perform such other duties and functions as assigned to him/her by the Director/ Dean/ Registrar or other senior officers from time to time.

02	Videographer for Electronic & Digital Media	01 (one)	Rs.35,910 /-	32 years preferably	<p>a) Essential:</p> <p>i) Degree from a recognised university or equivalent;</p> <p>ii) Degree or post graduate Diploma in Motion Picture Photography/ Videography or Cinematography from a recognized University or Institute;</p> <p>iii) At least one year's experience in the field of cinematography/ videography in television imaging in an organization or institution of repute.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • To render practical teaching in respective subjects of Videography Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • Shall function as the Videographer for the SRFTI student projects where there is no student videographer and any other project undertaken by SRFTI • Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
03	Production Manager (Electronic & Digital Media)	01 (One)	Rs.46,107/-	32 years preferably	<p>a) Essential:</p> <p>i) Degree of a recognized University or equivalent;</p> <p>ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production;</p> <p>iii) At least two years' professional experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p style="text-align: center;">OR</p> <p>i) Degree in media management or mass communication from a recognized University or equivalent;</p> <p>ii) At least four years' professional experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p>b) Desirable:</p> <p>i) Administrative/Managerial experience;</p> <p>ii) Good knowledge of Indian and International Cinema;</p> <p>iii) Good knowledge of computer and accounts</p> <p>(Candidates are required to produce evidence of work done/ experience)</p>	<ul style="list-style-type: none"> • To organize resources - man/money/machine for Pre-production/Production/ Post production; • To organize permissions and location amenities; • Shall ensure safety/security of the personnel/crews/equipment/Institute's properties; • Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement; • Shall remain responsible for timely completion of projects/assignments within the given parameter; • Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes; • Shall perform such other duties and functions as assigned to him by the Director /Dean/Registrar or other senior members of faculty from time to time.

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 speed post or may drop** in the application box located in Admn. Block of this Institute, **latest by 02.05.2018**.

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

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

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. 02.05.2018.

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.

Registrar

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 engagement of _____ on Contract basis in SRFTI, Kolkata.**

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

2. I would like to apply for 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 02.05.2018	
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.

Signature of the Applicant