



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 posts. Required educational qualification and experience are as under:-

S/N	Name of the Position	Pay scale (as per 7 th CPC)	No. of Position	Mode of Recruitment	Age Limit	Required qualification & experience	Duties
01	Professor, Animation Cinema	Pay Level-12	01 (one)	Direct Recruitment	Not exceeding 52 years [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]	<p>a) Essential:</p> <p>i) Degree from a recognized University/institution;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;</p> <p>iii) At least thirteen yearsq professional experience &/OR teaching in the field of Animation in an Organization or Institution engaged with training or production.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institution;</p> <p>ii) At least fifteen yearsq professional experience and/or teaching experience of Animation in a responsible capacity in an Organization or Institution OF RELATED FIELD.</p> <p>b) Desirable:</p> <p>i) Administrative or Managerial experience</p> <p>ii) Expertise in latest technical & curricular development in the field.</p> <p>(Candidates are required to produce evidence of teaching, case studies & portfolio of independent creative samples)</p>	<ul style="list-style-type: none">• Head of the respective Department;• Shall look after the departmental administration;• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;• Shall envision the futuristic structuring of the department;• Shall ensure dynamic teaching through innovative pedagogy;• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;• Shall integrate all the streams of theory and practical training within the respective department;• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;• Shall publish a job chart indicating the allocation of jobs to the staff;• Shall prepare and submit annual performance report of the department to the Dean;• Shall contribute and cooperate in matters of inter-departmental requirements;• Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department;• Shall constitute a Departmental Disciplinary Committee;• Shall submit 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;• Shall be accountable for the entire working of the department;• Shall ensure completion of courses on schedule;• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean.• Shall assist in Admissions• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.• Shall exercise such other powers and 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 from time to time.

General Terms & Conditions for direct recruitment:-

- ❖ 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. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **within 30 days from the date of publication of the advertisement (i.e. within 13.05.2018)**.
- ❖ 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 13.05.18.
- ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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,
SRFTI

S/ N	Name of the Position	Pay Scale (as per 7 th CPC)	No. of Position	Age Limit	Mode of Recruitment	Required qualification & experience	Duties
02	Administrative Officer-cum-Security/Estate Manager	Pay Level-7	01 (one)	The maximum age limit for appointment by transfer/ deputation shall be not exceeding 56 years, as on the closing date of receipt of application.	Deputation	<p>Officers under the Central/State Governments or central Autonomous organizations holding analogous posts or with at least 2 years regular service in the grade pay of Rs.4600/-</p> <p style="text-align: center;">OR</p> <p>with at least 6 years regular service in the grade pay of Rs.4200/-, having essential educational and other qualifications and experience prescribed for direct recruits, are eligible to apply.</p> <p style="text-align: center;">AND</p> <p>i) Degree of a recognized University or equivalent.</p> <p>(ii) At least 7 years experience of administration and establishment work in a supervisory capacity in a Government Office or a Public body or an Autonomous Organization or a Commercial Organisation of repute.</p> <p>(iii) At least 5 years experience of dealing Security matters in a Government Office or a Public body or an Autonomous Organization or a Commercial Organisation of repute.</p> <p>(iv) Working Knowledge of Computer operation</p> <p>Desirable: Knowledge of Government Rules and Regulations.</p>	<ul style="list-style-type: none"> • Administrating the institute, monitoring, and day-to-day functioning of the institute; • Shall advise the appropriate Authorities of the Institute on all matters of policy and administration; • Shall scrutinize proposals for expansion of administrative staff & etc.; • Shall coordinate activities of various units of the Institute; • Shall ensure initiation of the disciplinary action to be taken against staff as per laid down Rules & Regulations and implement policy decisions in the matter of administration; • To implement policies of the Institute; • Shall organize and control all work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the staff posted in Admn. Section and look after discipline, administrative matters including Leave cases, insubordination, arrangement of office accommodation, furniture, office equipments etc.; • Shall prepare briefs of important administrative matters and Parliament questions, and attend departmental meetings; • To initiate timely action for writing Annual Confidential Reports of all eligible officials; • Shall plan, control and supervise security arrangement of individual plants, establishments, buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unauthorized entry and personnel hazards to check works and administrative buildings, unauthorized entry of men and passage of material; • To enquire into complaints of unauthorized entry of men and material and cases of theft etc. and report the matter to police for further action; • To supervise the security personnel on duty and maintain discipline amongst security personnel; • To co-ordinate fire-fighting personnel in case of fire, if necessary; • To ensure future planning of rain water harvesting/ renewable energy/ energy economy-management; waste management; water treatment/drinking water; • To supervise the work of Supervisor of Civil & Electrical, Estate Manager and ensure regular civil/electrical maintenance job in the Institute including water supply; • To co-ordinate with CCW-Electrical & Civil regarding the regular civil/electrical maintenance job in the entire Institute; • To supervise the work of Hostel Caretaker; • To supervise the work of Security Incharge; • To supervise the work of Caretaker; • Shall perform such other duties and functions as assigned by the Service Bye-Laws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Director /Registrar and other senior officers from time to time.

General terms & conditions:-

- ❖ The period of deputation in r/o Administrative Officer is initially for 03 years which may be extended or shortened.
- ❖ Employees of Central Government/ State Government/ Autonomous Bodies/ Statutory Organisations and Semi- Government Organisations should submit their applications through proper channel. Applications not routed through proper channel and reached after the prescribed time limit, will not be entertained.
- ❖ The application should be contained information in the given proforma with self attested copies of supporting documents.
- ❖ The application should be forwarded by parent Department with the Undertaking that the officers in the event of their selection will be immediately relieved. The applications should also contain certified copies of ACRs/APARs for the last five years, Integrity Certificate, Vigilance Clearance and also a Certificate to the effect that no major/minor penalty was imposed on the officer during the last 10 years..
- ❖ The applications in the prescribed proforma duly filled in along with relevant details may be sent to **“The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094”**. The envelope should be superscribed with the name of the post applied for and reach SRFTI, Kolkata within 30 days from the date of publication of this advertisement along with a Demand Draft (**non-refundable**) of Rs.200/-, drawn in favour of **“Satyajit Ray Film & Television Institute”**, payable at Kolkata. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **within 30 days of publication of the advertisement (i.e. within 13.05.2018)**.
- ❖ Interested candidates applying for more than one post, have to submit separate applications along with separate Demand Draft for each post
- ❖ With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e.13.05.2018.
- ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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,
SRFTI

S/N	Name of the Position	Consolidated honorarium per month	No of Position.	Age Limit	Mode of Recruitment	Required qualification & experience	Duties
03	Professor, Producing for Film & Television	Rs.78,470/-	01 (one)	Not exceeding 52 years [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]	On Contract	<p>a) <u>Essential:</u></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or POST GRADUATE Diploma or equivalent in Film or Television Direction /Production from a recognized University or Institution of repute;</p> <p>iii) At least thirteen years professional experience and/or teaching in a responsible capacity in an Organization or Institution of Respective Field</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in MANAGEMENT of a recognized University / INSTITUTE;</p> <p>ii) At least fifteen years professional experience and/or teaching in a responsible capacity in an Organization or Institution in the relevant field.</p> <p>b) Desirable:</p> <p>i) Administrative or Managerial experience;</p> <p>ii) Knowledge of film and TV media and latest trend of promotion / marketing Developments in the field.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<p>Functions & Duties</p> <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extra curricular activities-seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit 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; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean. • Shall assist in Admissions • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. • Shall exercise such other powers and 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 and other authorities 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 ordinary post or may drop** in the application box located in Admn. Block of this Institute, **within 30 days of publication of the advertisement (i.e. within 13.05.2018)**.

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. 13.05.2018.

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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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 of application for Direct Recruitment

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 Direct Recruitment 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 Direct Recruitment basis.

2. I would like to apply for the post of _____ .. in Satyajit Ray Film & Television Institute, Kolkata, on Direct Recruitment 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 13.05.2018	
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 of Rs.200/-

Signature of the Applicant

Format for application on deputation basis

The Director,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata 6 700 094

Sir,

Sub: **Application for the post of _____ on deputation basis, in SRFTI.**

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

I would like to apply for the engagement of _____ in Satyajit Ray Film & Television Institute, Kolkata, on deputation basis. The required details are furnished below:-

01. Name of the post applied for :
02. Name & present address (in block letters) :

Valid email id:
Ph. No.
03. Date of birth (in Christian Era) :
04. Age as on 13.05.18:
05. Date of retirement under central/state government/central autonomous bodies rules :
06. Educational and other qualifications :
07. Whether Educational and other qualifications required for the post satisfied :

Qualification/ Experience required	Qualification/ Experience possessed by the officer

08. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post :
09. Details of Employment in chronological order : Enclose a separate sheet duly authenticated by your signature if the space below insufficient :

Office/ Instt./Organization	Post held	From	To	Scale of pay/ Basic pay	Nature of duties

10. Nature of present employment : Ad-hoc/Temporary/Permanent
11. In case the present employment is held on deputation/contract basis, please state :
 - a. The date of initial appointment :
 - b. Period of appointment on deputation/contract :
 - c. Name of the parent office/organization to which you belong :
12. Please state whether working under: Officials under the Central Govt./State Govt./Central Autonomous bodies :

- 13. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicated the pre-revised scale and revised scale:
- 14. Total emoluments per month now drawn:
- 15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is in sufficient:
- 16. Whether belongs to SC/ST/OBC:
- 17. Complete official address of the candidate including telephone number:
- 18. Demand draft No., Date and amount:

Date:

Signature of the applicant

CERTIFICATE

(To be filled by the Authority forwarding the application)

- 1. Certified that the particulars furnished by the applicant have been checked from available records and found to be correct.
- 2. Certified that the candidate is eligible for the post as per condition mentioned in the circular.
- 3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
- 4. Photocopies of up to C.R. Dossier of the officer for the last 5 years, duly attested, are enclosed.

Signatureí í í í í í í í í í í í í í ..

Name & Designation of the Forwarding officer with sealí í í í í í í í í í í í í í í ..

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

This has reference to your advertisement published in _____ . on _____ . in connection with recruitment to the engagement 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 13.05.2018	
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 of Rs.200/-

Signature of the Applicant