



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 and other courses on Electronic & Digital Media . Applications are invited from retired officials of central govt./ state govt./ autonomous bodies of India for engagement of the following post in Satyajit Ray Film & Television Institute, Kolkata on Contract basis. 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
02	Supervisor (Civil)	01 (One)	30,000/-	-	<p><u>Essential</u> :-</p> <p>Diploma of three years duration in Civil Engineering.</p> <p>Experience: At least 20 years experience in Govt. sector on preparation of estimate in Civil Engineering Works, Supervision of Civil Engineering Works, preparation of Measurement Book, Certification of Bills etc.</p> <p>Retired officials of Central Govt./ State Govt./ Autonomous bodies only can apply.</p>	<ul style="list-style-type: none">• He would prepare tender documents for different civil works (including horticulture) to be under taken by SRFTI.• He would supervise execution of such civil works undertaken by SRFTI.• He would scrutinize the estimates (including horticulture) submitted by CCW (Civil) to ascertain its requirement, veracity etc., in line with the Govt. Orders/Guidelines.• He would supervise execution of civil works (including horticulture & water supply) under taken by CCW (Civil).• He would scrutinize the bills submitted by CCW (Civil) for certification.• He would maintain close liaison with the officers of CCW (Civil) to identify civil works to be undertaken by CCW (Civil) and execution of the same by the said agency.• He would supervise execution of all civil works (including horticulture & water supply) being/ to be undertaken within the campus of SRFTI.• He would advise SRFTI Management regarding all civil work related issues.• He would act as the coordinator between the CCW (Civil) and the Institute.• Any other works referred to him.

General Terms & Conditions for contractual engagement:-

- (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. 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, **latest by 30.07.2018**
- ❖ The envelope shall be superscribed with the name of the post applied for.
- ❖ 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

Format for application for contractual engagement

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 Supervisor (Civil) 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 30.07.2018	
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