



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 Cinema and other courses on Electronic & Digital Media. Applications are invited from the citizens of India for the recruitment to the following posts in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualification and experience is as under:-

S/ N	Name of the Position	No. of Position	Reservation	Pay Scale (as per 7 th CPC)	Age Limit	Required qualification & experience	Functions & Duties
MODE OF RECRUITMENT : DIRECT							
01	Animator	01 (one)	UR	Level-7	Not exceeding 32 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 of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]	a) <u>Essential:</u> i) Degree in Fine Arts from a recognized University or Institution or equivalent; ii) Certificate/Diploma in 3D Animation Software and Computer Graphics (minimum 6 months course) from a recognized University or Institution. iii) At least three years' experience in Animation/ Graphics in an Organization or Institution connected with Film/TV Graphics/Training.	<ul style="list-style-type: none">• Specific practical training/demonstration particularly in new emerging Digital/ Electronic Media- Animation;• To conduct other practical classes and training schedules as per departmental requirements;• Responsible for one-to-one student guidance;• 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.

S/N	Name of the Post	Scale of Pay (as per 7 th CPC)	No. of Post	Reser- vation	PWD Category	Mode of recruitment	Age Limit	Educational & other qualifications required	Duties
MODE OF RECRUITMENT: DIRECT (UNDER SPECIAL RECRUITMENT DRIVE FOR PWD CANDIDATES)									
02	Lighting Assistant	Pay Level-2	One	UR	PWD (HH)	Direct Recruitment under Special Recruitment Drive	27 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] [In case of Casual Workers With Temporary Status or Contractual Employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI as Casual Worker With Temporary Status or Contractual employee, as the case may be] [Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]	a) Essential: i) Matriculation of a recognized Board, or equivalent, or ITI (Electrical) passed ii) A relevant License issued by the Competent Authority to work in 3 phase 440 volt electric line. iii) At least FOUR years' experience in related field in a Film Studio or equivalent Organisation of repute. (Candidates are required to produce evidence of work done)	<ul style="list-style-type: none"> • To provide skilled assistance to technical requirement of Set lighting and shifting/fixing lights; • Operating shooting related electrical lights/accessories; • Day-to-day care/maintenance of shooting-lights; • To facilitate technical works required in studios/workshops/shootings while working alongside students under training; • Watch and ward duty in the above technical areas and shall remain responsible for safety/security of the related equipment; • Other works allotted by the seniors.

S/ N	Name of the Post	Scale of Pay (as per 7 th CPC)	No. of Post	Reser- vation	PWD Category	Mode of recruitment	Age Limit	Educational & other qualifications required	Duties
03	MTS (Film Checking)	Pay Level-1	One	UR	PWD (OH)	Direct Recruitment under Special Recruitment Drive	<p>27 years</p> <p>[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]</p> <p>[In case of Casual Workers With Temporary Status, age relaxation equivalent to the period of service including broken period of service, provided that one stretch of such service is for more than 6 months, as casual labourer, is admissible.]</p> <p>[In case of Casual Workers With Temporary Status or Contractual Employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI as Casual Worker With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p>	<p>Essential:</p> <p>i) Madhyamik or equivalent of a recognized Board</p> <p>ii) At least two years' experience of checking of films in a film production or distribution organization or a Motion Picture Laboratory of repute.</p>	<ul style="list-style-type: none"> • Film Checking and repairing in respect of the following: <ul style="list-style-type: none"> i) Beginning Leader, ii) Title Cards, iii) Joints, iv) Side Cuts, v) Perforation damage, vi) End Title, vii) End Leader. ▪ To check the Can Labels; ▪ To check the Reel Numbers and Marking on the Reels Leader; ▪ To check the Reel Change Mark on the Film; ▪ To check the print condition; ▪ To check the damage marks before and after each screening and to repair, if necessary; ▪ To clean prints; ▪ To rewind prints after screening; ▪ To check Acid formation and decomposition and to report to Head of Deptt., if necessary; ▪ To keep record of every Can of Films checked with all details; ▪ To maintain Film Lists; ▪ Other works assigned by the superiors.

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, PWD & 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. **The last date of receipt of application is within 30 days of publication of the advertisement for the post of Animator (i.e.15.07.2019) and 60 days for the posts of Lighting Assistant (PWD-HH) and MTS (Film Checking, PWD-OH) (i.e.13.08.2019) respectively.**
- ❖ The envelope shall be superscribed with the name of the post applied for.
- ❖ The applicants who are interested to apply for more than one post may apply separately.
- ❖ Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.
- ❖ Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules for the vacancies reserved for PWD candidates.
- ❖ Age relaxation will be given to the applicants under SC/ST/OBC/PWD category as per Govt. of India rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application.
- ❖ 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/written test and 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.



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REGISTRAR

Applications are invited from the Indian Nationals for appointment to the post of **Registrar**, on deputation (including short -term contract) in the Satyajit Ray Film & Television Institute, Kolkata, an autonomous academic institution under the Ministry of Information and Broadcasting, Government of India. The Registrar is the head of Administration, Accounts, Security and Estate matters of this Institute. He is responsible for the proper administration of the Institute and for maintenance of discipline therein. Required educational qualification and experience are as under:-

1. NAME OF THE POST: REGISTRAR (01 POST-UR)

2. Pay Level: 11 as per 7th CPC (Pre-revised Pay Scale - PB-3, Rs.15,600-39,100/- + Grade Pay of Rs.6,600/-)

3. Age Limit: The maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of application i.e. 21 days from the date of publication of the advertisement in the Employment News.

(A) DEPUTATION:

Officers of Central Government/State Government/ Universities/ recognized Research Institutions/Central Autonomous Bodies

(a) (i) holding analogous posts on regular basis

OR

(ii) with at least 5 years service in post in PB-3 (i.e. Rs.15,600-39,100/-) with Grade Pay of Rs.5400/- and having experience in administration, establishment and accounts matters. and

(b) Possessing the following educational qualification:

(i) **ESSENTIAL:** Graduate from a recognized University.

Period of deputation : Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation/department, shall ordinarily not exceed three years. The pay of the officer selected will be regulated in accordance with the instructions contained in the Department of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17/6/2010, as amended from time to time.

As per DoPT OM dated 17.06.2010 HRA, TA, CEA, LTC, Joining Time Pay, Travelling Allowances and Transfer TA would be regulated with mutual consent of the lending & borrowing organizations.

Application made in the prescribed format (given below) alongwith self attested copies of documents in support of age, educational qualifications and experience may be forwarded to the "**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 authority forwarding the application may also enclosed copies of the last five years APAR of the applicant. 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 notification in the Employment News**.

However, the candidate may send advance copy of the application to this Institute within last date of receipt of application i.e. **15.07.2019**.

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

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e 30 days from the date of publication of the advertisement in the Employment News..

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

Mere possession of prescribed qualifications and experience does not entitle a candidate to be called for interview. Depending on the number of applications, eligible short-listed candidates will be called for test &/or interview (as applicable). Since it is not possible to call all the eligible candidates for interview, the applicants will be short-listed on the basis of criteria fixed by the Institute, at the time of scrutiny. Decision of the Institute's authorities shall be final in this regard.

APPLICATION FORMAT FOR THE POST OF ANIMATOR UNDER DIRECT RECRUITMENT

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

*Paste a recent
colour
photograph*

Sir/Madam,

Sub: **Application for the recruitment to the post of Animator under 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, under direct recruitment basis.

2. I would like to apply for the post of in Satyajit Ray Film & Television Institute, Kolkata, under 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 last date of receipt of application	
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	

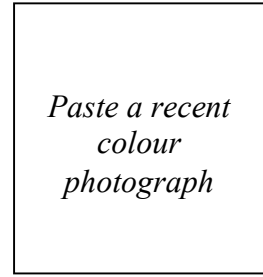
I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

- 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

**APPLICATION FORMAT FOR DIRECT RECRUITMENT
UNDER SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (HH & OH CATEGORY)**

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



Sir/Madam,

Sub: **Application for the post of _____ by Direct Recruitment
under Special Recruitment Drive for Persons with Disabilities, 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, by Direct Recruitment under Special Recruitment Drive for Persons with Disabilities.

2. I would like to apply for the post of in Satyajit Ray Film & Television Institute, Kolkata, by Direct Recruitment under Special Recruitment Drive for Persons with Disabilities. 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 last date of receipt of application	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	PWD Category (HH / OH)	
13.	Marital Status	
14.	Contact No.	
15.	Email ID	
16.	Present Occupation, if any	
17.	Other Information, if any	

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 caste certificate
d) self-attested copy of disability certificate
e) self-attested copies of certificates of experience
f) two copies of recent passport size photographs

.....
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 – 700 094

*Paste a recent
colour
photograph*

Sir,

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

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

2. I would like to apply for the post of Registrar 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 & Address (in block letters) with valid Ph. No & e-mail id:

03. Date of birth (in Christian Era):
04. Age as on last date of receipt of application :
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
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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./Orgn.	Post held	From	To	Scale of pay/ Basic Pay	Nature of duties
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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: (a) Central Government (b) State Government (c) Universities (d) recognized Research Institutions (e) Central Autonomous Bodies
13. Are you in revised scale of pay? Give the date from which the revision took place and also indicate the pre-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 insufficient.
16. Whether belong to SC/ST/OBC
17. Complete official address of the candidate including valid telephone number & email id:

18. Demand Draft No., Date and Amount

Date:

Yours faithfully,

Signature of the applicant

CERTIFICATE

(To be filled in 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 upto date C.R. dossier of the officer for the last 5 years, duly attested, are enclosed.

Signature:.....

Name & Designation of the forwarding

Officer with seal