



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 | Reser vation | Pay Scale (as per 7 th CPC) | Age Limit | Required qualification & experience | Functions & Duties |
|-------------------------------------|----------------------|-----------------|--------------|--|--|--|--|
| MODE OF RECRUITMENT : DIRECT | | | | | | | |
| 01 | Dean | 01 (one) | UR | Level-12 (Pre-revised-GP-7600/-) | 52 years [Relaxable upto 56 years in case of exceptional candidates] [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] | Essential i) Degree of a recognized University or equivalent ii) Diploma from FTII/SRFTI or equivalent in Film or Television with specialization in Direction/ Production/ Editing/Sound Recording/M.P.P. iii) At least thirteen years professional experience as Film Director/ Sound Recordist/ Film Editor/ Cinematographer including two years of Administrative or Managerial experience in organization or institution of repute. OR i) Degree of a recognized University or equivalent ii) At least 15 years' professional experience as Film Director/ Sound Recordist/ Film Editor/ Cinematographer including 3 years of Administrative or Managerial experience in organization or institution of repute. Desirable i) Teaching experience ii) Good knowledge of Indian and International cinema | Executive In-charge of the Academic programmes; Ex-officio member of all academic activity-related committees formed by the Governing Council; Authority to approve academic programmes under intimation to Director; To function as Controlling Officer of the Academics; To interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities; To function as the Member Secretary of the Academic Council; To ensure holding of Academic Council Meetings at regular interval; To ensure implementation of the decisions taken in the meeting of the Academic Council after due approval of the Governing Council; Shall co-ordinate between the academic departments and help to resolve any conflict that may emerge. Shall be interfacing and networking with outside Institutions for mutually beneficiary exchange programmes, seeking and developing consultancy and research profiles and planning new programmes; To co-ordinate and follow-up various administrative needs of academic activities including planning for new infrastructure, faculty development, assistance in major academic events such as conferences, meetings, seminars, workshops, publication, promotion etc.; Shall hold fortnightly meeting of the faculty members and communicate the minutes of the meetings to Director; To function as the Secretary of the joint meetings of the faculty members convened by the Director, to consider matters of common interest to more than one faculty, specific issues of common interest recommended by the individual faculty, any matter referred to by the Dean or by the Director or by the Academic Council etc.; Shall draw out an annual calendar of academic and associated activities and its adherence and communicate the same to all concerned including the Director; Shall ensure formation and proper functioning of Departmental Disciplinary Committee in each department and submit monthly report to the Director; Shall form Dean's Council and ensure its proper functioning; Shall ensure prior notification of the programming of curriculum for the calendar year; Shall ensure submission of the monthly reports by all Faculty Members in respect of teaching assignments carried out by them and issue necessary instructions/guidelines on the shortcomings of such report under intimation to the Director in each case; Shall ensure publication of Class Routine and Workshop/Project/Exercise Schedule by the respective Departments with a copy to the Director; Shall deal general administration, discipline of the academic departments, students' welfare and settlement of disputes/grievances of the students; Shall assign specific jobs to subordinates in the academic departments, maintain and review Annual Confidential Reports of the faculty members; Shall issue warning & reprimands to students, where necessary; Shall ensure timely action on holding of Convocation and award of Diploma to the students; Shall exercise such other powers and perform such other duties as assigned to him by the Service Bye-Laws, Financial Bye- Laws, Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman and the Director from time to time. |

| S/ N | Name of the Position | No. of Position | Reser vation | Pay Scale (as per 7 th CPC) | Age Limit | Required qualification & experience | Functions & Duties |
|------|----------------------|-----------------|--------------|--|---|--|---|
| 02 | Professor, Editing | 01 (one) | UR | Level-12 (Pre-revised-GP-7600/-) | <p>Not exceeding 52 years</p> <p>[Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]</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>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> <p>[In no case (excepting the regular employees of SRFTI) upper age limit should exceed 56 years]</p> | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or POST GRADUATE Diploma in EDITING from a recognized University or Institution of repute;</p> <p>iii) At least thirteen years' professional experience as Editor &/OR of teaching in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD.</p> <p>OR</p> <p>i) Master Degree IN ARTS (preferably in LITERATURE/ THEATRE/ FILM STUDIES) from a recognized University / INSTITUTE;</p> <p>ii) At least fifteen years' professional experience as Editor including 5 years teaching in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD</p> <p>b) Desirable:</p> <p>i) Administrative or Managerial experience;</p> <p>ii) Knowledge of FILM AND TV MEDIA and latest Technical Developments in the field.</p> <p>(Candidates are required to produce evidence of professional work done)</p> | <p>Head of the respective Department; <input type="checkbox"/> Shall look after the departmental administration;</p> <p><input type="checkbox"/> Shall be responsible for planning/budgeting and supervising, the application of academic calendar of the department in, parity with overall academic objective; <input type="checkbox"/> Shall envision the futuristic structuring of the department; <input type="checkbox"/> Shall ensure dynamic teaching through innovative pedagogy; <input type="checkbox"/> Shall initiate extra curricular activities-seminars, exchanges, workshops etc;</p> <p><input type="checkbox"/> Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; <input type="checkbox"/> Shall integrate all the streams of theory and practical training Page 36 of 55 within the respective department; <input type="checkbox"/> Shall submit monthly reports to the Dean in respect of teaching assignments carried out; <input type="checkbox"/> Shall publish a job chart indicating the allocation of jobs to the staff; <input type="checkbox"/> Shall prepare and submit annual performance report of the department to the Dean;</p> <p><input type="checkbox"/> Shall contribute and cooperate in matters of inter-departmental requirements; <input type="checkbox"/> 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; <input type="checkbox"/> Shall constitute a departmental Disciplinary Committee; <input type="checkbox"/> 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; <input type="checkbox"/> Shall be accountable for the entire working of the department; <input type="checkbox"/> Shall ensure completion of courses on schedule; <input type="checkbox"/> Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean. <input type="checkbox"/> Shall assist in Admissions <input type="checkbox"/> Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. <input type="checkbox"/> 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.</p> |

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| 03 | Assistant Professor, Direction & Film History | One | UR | Level- 10 | <p>37 years Relaxable upto 42 years in case of exceptional candidates</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>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>a) Essential</p> <p>i) Degree of a recognized University</p> <p>ii) Degree or Post Graduate Diploma in Film Direction or equivalent from a recognized University or Institute</p> <p>iii) At least three years professional experience as film director and/or teaching experience in Film Direction/Film History in reputed organization or institution.</p> <p>b) Desirable</p> <p>i) Good knowledge of Film and TV medium in India and abroad.</p> <p>ii) Knowledge in computer.</p> <p>(Candidates are required to produce evidence of professional work done)</p> | <p><input type="checkbox"/> Specific Theoretical teaching in respective subjects in integrated course/ specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable;</p> <p><input type="checkbox"/> Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</p> <p><input type="checkbox"/> Shall be responsible for one-to-one student guidance;</p> <p><input type="checkbox"/> Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</p> <p><input type="checkbox"/> Shall ensure preparation & publication of class routine and workshop/project/ exercise schedule;</p> <p><input type="checkbox"/> Shall conduct examination(s) and perform related work in any examination;</p> <p><input type="checkbox"/> Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</p> <p><input type="checkbox"/> Shall undertake internal assessment of students;</p> <p><input type="checkbox"/> Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</p> <p><input type="checkbox"/> Shall prepare result and undertake related jobs;</p> <p><input type="checkbox"/> Shall perform the duties with regard to the admission of the students; Page 27 of 55</p> <p><input type="checkbox"/> Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</p> <p><input type="checkbox"/> Shall supervise projects and report to HOD.</p> <p><input type="checkbox"/> 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.</p> |
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| 04 | Animator | 01 (one) | UR | Level-7 (Pre-revised-GP-4600/-) | <p>Not exceeding 32 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>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>a) Essential:</p> <p>i) Degree in Fine Arts from a recognized University or Institution or equivalent;</p> <p>ii) Certificate/Diploma in 3D Animation Software and Computer Graphics (minimum 6 months course) from a recognized University or Institution.</p> <p>iii) At least three years' experience in Animation/ Graphics in an Organization or Institution connected with Film/TV Graphics/Training.</p> | <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. |
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| 05 | Production Assistant | 01 (One) | UR | Pay Level-6 | <p>Not exceeding 32 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>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p>Essential:</p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) At least FIVE years' experience in Film/TV Production in an Organization or Institution connected with Film/TV Production/Training.</p> <p>Desirable:</p> <p>i) Good knowledge of computer and accounts</p> <p>ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production or media management from a recognized University or Institute of repute;</p> <p>(Candidates are required to produce evidence of work done/ experience)</p> | <p><input type="checkbox"/> To assist Production Manager or carry out job on his-behalf at the actual location-location amenities/arrange transport/boarding-lodging;</p> <p><input type="checkbox"/> To manage emergency situation/requirement;</p> <p><input type="checkbox"/> To facilitate technical/shooting works required in studios/workshops/field-locations while working alongside students under training; watch and ward duty in those technical area;</p> <p><input type="checkbox"/> Shall remain responsible for safety/security of the related equipment/fund allotted;</p> <p><input type="checkbox"/> Other works as assigned by the seniors.</p> |
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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 SC, ST, PWD & female candidates are exempted from payment of application fees as per extant practice of GOI. 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 60 days of publication of the advertisement (i.e 23.03.2021).**
- ❖ 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.
- ❖ 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.

APPLICATION FORMAT FOR THE POST OF UNDER
DIRECT RECRUITMENT

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



Sir/Madam,

Sub: **Application for the recruitment to the post of 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:-

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| 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