



**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 <sup>th</sup> CPC)	Age Limit	Required qualification & experience	Functions & Duties
<b>MODE OF RECRUITMENT : DIRECT</b>							
1	Assistant Professor, Editing Digital	One	UR	Level- 10 (56100-177500)	37 years Relaxable upto 42 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]	<b>a) <u>Essential:</u></b> i) Degree of a recognized University; ii) Degree or POST GRADUATE Diploma or equivalent in Film Editing from a recognized University or Institute; iii) At least THREE years' professional experience and/or teaching experience in the field of digital Editing in an organization or Institution of repute.  <b>(Candidates are required to produce evidence of professional work done)</b>  <b>b) <u>Desirable:</u></b> i) Good knowledge in Film and TV medium in India and abroad.	<input type="checkbox"/> Specific Theoretical teaching in respective subjects/specialization in conventional Film practices AND new emerging Digital/ Electronic Media; <input type="checkbox"/> Shall conduct other practical classes and training schedules as per departmental requirements; <input type="checkbox"/> Shall be responsible for one-to-one student guidance; <input type="checkbox"/> Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visit, study tour, etc.; <input type="checkbox"/> Shall prepare & publish class routine or workshop/project/exercise schedule; <input type="checkbox"/> Shall conduct examination(s) and perform related work in any examination; <input type="checkbox"/> Shall evaluate answer scripts of students for respective examination conducted by the Institute; <input type="checkbox"/> Shall make internal assessment of students; <input type="checkbox"/> Shall assess the project(s)/exercises in their own capacity or as a member of a assessment board; <input type="checkbox"/> Shall prepare result and related jobs; <input type="checkbox"/> Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; <input type="checkbox"/> Shall perform the duties with regard to the admission of the students; <input type="checkbox"/> Shall ensure preventive maintenance and running condition of the Department's equipments. <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.

**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 post or may drop** in the application box located in Admn. Block of this Institute. **The last date of receipt of application is within 45 days (i.e 22.11.2021) of publication of the advertisement in the Employment News.**
- ❖ 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. However, the candidate may send advance copy of the application to this Institute within last date of receipt of application.
- ❖ 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 ASSISTANT PROFESSOR (EDITING, DIGITAL)**  
**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 Assistant Professor, Editing (Digital) 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 (22.11.2021)	
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