



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 | | | | | | | |
| 1 | Professor, Sound Recording & Design (Anticipated vacancy) | 01 | UR | Level-12 (78800-209200) | Not exceeding 52 years [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.] [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] [In no case (excepting the regular employees of SRFTI) upper age limit should exceed 56 years] | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Post Graduate Diploma in Audiography/ Sound Recording / Engineering from a recognized University or Institution of repute;</p> <p>iii) At least thirteen years' professional experience as Sound Recordist 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 science (preferably in physics/ acoustics/ electronics) from a recognized University / institute;</p> <p>ii) At least fifteen years' professional experience as Sound Recordist including 5 years teaching experience 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;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shall look after the departmental administration; <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; <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 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; <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. |

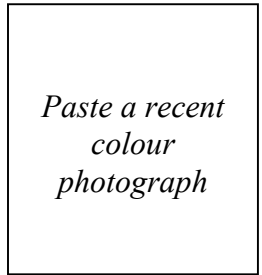
| | | | | | | | |
|---|----------------------------------|-----|----|--------------------------|---|--|--|
| 2 | Assistant Professor, Media Audio | One | UR | Level- 10 (56100-177500) | <p>Not exceeding 37 years</p> <p>[Relaxable upto 42 years in case of exceptionally experienced candidate in the relevant 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>a) <u>Essential:</u></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Post Graduate Diploma or equivalent in Sound Recording and Sound Engineering from a recognized University or Institute;</p> <p>iii) At least THREE years' professional experience and/or teaching experience in the field of Sound Recording and/or Sound Engineering in an Organization or Institution of repute engaged in Film/TV/media Production or Training.</p> <p>b) Desirable:</p> <p>i) Good knowledge in Film and TV and electronic medium in India and abroad.</p> <p>(Candidates are required to produce evidence of professional work done)</p> | <p>Specific theoretical teaching in respective subjects/specialization in Broadcasting Technology and Audio for Television/web casting;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shall conduct audio related practical classes and training schedules as per the requirements of following departments: Department of Audiography, Department of Animation, Department of Production and all other academic departments of the Institute; <input type="checkbox"/> Specific Theoretical teaching on 'Audio in Mass media' for the regular courses of the Institute and for the other trainings, conducted by the Institute; <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 function as station supervisor of community radio; <input type="checkbox"/> Shall look after the audio section of captive TV/Campus Television or such other audio visual media of the Institute; <input type="checkbox"/> Shall evaluate answer scripts of students for respective examination conducted by the Institute; <input type="checkbox"/> Shall take care of the audio section of all projection rooms; <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 take care of the audio section of promotional scheme of the institute or such other non academic audio related programme of the institute; <input type="checkbox"/> Shall keep in touch with the contemporary society for the development of the same by using the tool of 'Mass Media' and try to serve audio in drama and other performing art form as an avenue for the free flow of beneficial information aimed at uplifting the plight of the various sectors of the society; <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 Audio related 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, a softcopy of which may be sent to career@srfti.ac.in . **The last date of receipt of application is within 45 days (i.e 08.08.2022) 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.
- ❖ The applicants who are interested to apply for more than one post may apply separately.
- ❖ 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:-

| | | |
|-----|--|--|
| 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 (08.08.2022) | |
| 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