



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 and Sound Recording on Films and Television.

Applications are invited from the citizens of India for appointment to the following posts by direct/deputation basis, in Satyajit Ray Film & Television Institute, Kolkata in the following Pay Scales plus other allowances, as admissible, as per Govt. of India Rules:

S/N	Name of the Post	No. of Post	Reser- vation	Scale of Pay (Revised)	Age Limit	Educational & other qualifications required	Duties
01.	Professor of Animation	01 (one)	UR	PB-3: Rs.15600- 39100/- GP:Rs.7600/- MGS: Rs.67,710/-	Not exceeding 52 years. [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]	<u>Direct Recruitment:</u> a) <u>Essential:</u> i) Degree from a recognized University/Institution; ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute; iii) At least thirteen years' professional experience &/OR teaching in the field of Animation in an Organization or Institution engaged with training or production. OR i) Master Degree in FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/Institution; ii) At least fifteen years' professional experience and/or teaching experience of Animation in a responsible capacity in an Organization or Institution OF RELATED FIELD. b) <u>Desirable:</u> i) Administrative or Managerial experience. ii) Expertise in latest technical & curricular development in the field, (Candidates are required to produce evidence of teaching, case studies & portfolio of independent creative samples) <u>Deputation:</u> Officers under the Central/State Governments or central Autonomous organizations or Universities holding analogous posts or with at least 5 years regular service in the grade pay of Rs.6600/-, having essential educational and other qualifications and experience prescribed for direct recruits, are eligible to apply.	<ul style="list-style-type: none">• Head of the respective Department;• Shall look after the departmental administration;• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;• Shall envision the futuristic structuring of the department;• Shall ensure dynamic teaching through innovative pedagogy;• Shall initiate extra curricular activities - seminars, exchanges, workshops etc;• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;• Shall integrate all the streams of theory and practical training within the respective department;• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;• Shall publish a job chart indicating the allocation of jobs to the staff;• Shall prepare and submit annual performance report of the department to the Dean;• Shall contribute and cooperate in matters of inter-departmental requirements;• 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;• Shall constitute a Departmental Disciplinary Committee;• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff

					<p>(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 to exceed three years.)</p> <p>(The maximum age limit for appointment by deputation shall be not exceeding 56 years, as on the closing date of receipt of application).</p>	<p>of the department regarding gross negligence/misconduct and other such matters;</p> <ul style="list-style-type: none"> • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean. • Shall assist in Admissions • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. • 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 from time to time. 	
02.	Associate Professor (Animation)	01 (one)	UR	<p>PB-3: Rs.15600-39100/- GP:Rs.6600/-</p> <p>MGS: Rs.58,995/-</p>	<p>Not exceeding 42 years.</p> <p>[Relaxable upto 47 years in case of exceptionally experienced candidate in the relevant field.]</p>	<p>a) Essential:</p> <p>i) Degree from a recognized University/Institution;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution;</p> <p>iii) At least eight years' professional experience &/OR teaching in the field of Animation in a responsible capacity in an Organization or Institution engaged with Training/ Production.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree IN FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institute;</p> <p>ii) At least ten years' professional experience of Animation and/or of teaching experience in a responsible capacity in an Organization or Institution engaged with Training/ Production.</p> <p>b) Desirable:</p> <p>i) Expertise in latest technical & curricular developments in the field.</p> <p>(Candidates are required to produce evidence of teaching, case studies& portfolio of independent creative samples)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable; • Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.; • Shall prepare & publish class routine and workshop/project/exercise schedule; • Shall conduct examination(s) and perform related work in any examination; • Shall evaluate answer scripts of students for respective examinations conducted by the Institute; • Shall undertake internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board; • Shall prepare result and undertake related jobs; • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth

							<ul style="list-style-type: none"> running condition of the Department's equipment; • Shall supervise projects and report to HOD. • 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.
03.	Assistant Professor (Producing for Film & Television)	01 (one)	UR	<p>PB-3: Rs.15600-39100/- GP:Rs.5400/-</p> <p>MGS: Rs.49,860/-</p>	<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) Essential:</p> <p>i) Degree from a recognized University, or equivalent;</p> <p>ii) Degree or post graduate Diploma or equivalent in Film/ TV Direction/Production or Business Administration from a recognized University or Institute;</p> <p style="text-align: center;">OR</p> <p>Degree or post graduate Diploma or equivalent in Business Administration from a recognized University or Institute;</p> <p>iii) At least THREE years' professional experience on Film / TV Production and/OR respective teaching experience in an organization or Institution of repute.</p> <p>b) Desirable:</p> <p>i) Expertise in film/TV production including marketing, finance and distribution</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects/specialization in conventional Film practices AND new emerging Digital/ Electronic Media/ web casting; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall prepare & publish class routine or workshop/project/exercise schedule; • Shall conduct examination(s) and perform related work in any examination; • Shall evaluate answer scripts of students for respective examination conducted by the Institute; • Shall make internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of a assessment board; • Shall prepare result and related jobs; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall perform the duties with regard to the admission of the students; • Shall perform such other duties & functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
04.	Production Manager	01 (one)	UR	<p>PB-2: Rs.9300-34800/- GP:Rs.4600/-</p> <p>MGS: Rs.38,874/-</p>	<p>Not exceeding 32 years;</p> <p>[Relaxable upto 37 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</p>	<p>a) Essential:</p> <p>i) Degree of a recognized University or equivalent;</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>iii) At least three years' professional experience in a responsible capacity in a Film Production Organization of</p>	<ul style="list-style-type: none"> • To organize resources - man/money/machine for Pre-production/Production/ Post production; • To organize permissions and location amenities; • Shall ensure safety/security of the personnel/crews/equipment/Institute's properties; • Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement; • Shall remain responsible for timely completion of projects/assignments within the given parameter;

				<p>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>repute including experience of making arrangements for Film Shooting Programmes.</p> <p>b) Desirable:</p> <p>i) Administrative/Managerial experience; ii) Good knowledge of Indian and International Cinema; iii) Good knowledge of computer and accounts</p> <p>(Candidates are required to produce evidence of work done/ experience)</p>	<ul style="list-style-type: none"> • Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes; • Shall perform such other duties and functions as assigned to him by the Director /Dean/Registrar or other senior members of faculty from time to time.
05.	Costume & Property Assistant	01 (one)	UR	<p>PB-2 Rs.9300-34800 GP: Rs.4200/- MGS: Rs.31,230/-</p> <p>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 of a recognized University; ii) Certificate Course of Tailoring/ Stitching from NIFT, or equivalent; iii) At least four years experience of maintenance of property and stores in an organization or institution of repute connected with film/TV/ Theatre.</p>	<ul style="list-style-type: none"> • To maintain the inventory • To procure and/or hire required costume and property according to the script and given budget. • To look after the existing costume and property; • To issue and receive costume and property • To supervise the functioning of Tailor, Ironing man etc. • Other works as assigned by the seniors
06.	Lighting Assistant	01 (one)	OBC	<p>PB-1: Rs.5200-20200/- GP: Rs.1900/- MGS: Rs.17,313/-</p> <p>Not exceeding 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>a) Essential:</p> <p>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.</p>	<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

					<p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Casual Workers with Temporary Status and 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 and Contractual employee]</p>	<p>(Candidates are required to produce evidence of work done)</p>	<p>the related equipment; Other works allotted by the seniors.</p>
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- **UR – Unreserved**
- **PB, GP & MGS stand for ‘Pay Band’, ‘Grade Pay’ & ‘Minimum Gross Salary (with HRA & TA)’, respectively.**

Interested candidates who fulfill the above requirements may send their neatly typed application on plain paper as per the following format with the 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/- (for Sl. Nos. 01 to 05) and Rs.100/- (for Sl. No. 06), 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 applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **latest by 27.09.2013**.

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

Interested candidates applying for more than one post, have to submit separate application (along with separate Demand Draft) for each post.

Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.

Age relaxation will be given to applicants of reserved categories (SC/ST/OBC) as per Govt. of India’s rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. **27.09.2013**.

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 and/or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test and/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.

Format for application by Direct Recruitment

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

Sir,

Sub: **Application for the post of _____ by Direct Recruitment, 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.

2. I would like to apply for the post of in Satyajit Ray Film & Television Institute, Kolkata, by Direct Recruitment. 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 27.09.2013	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Telephone No.	
14.	Present Occupation, if any	
15.	Other Information, if any	
16.	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) attested copy of certificate as proof of age
b) attested copies of certificates of qualifications
c) attested copy of certificate of caste
d) attested copies of certificates of experience
e) two copies of recent passport size photographs
f) Demand Draft of Rs.200/- / Rs.100/-

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Signature of the Applicant