



**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 on cinema and other courses on Electronic & Digital Media. Applications are invited from retired officials of Central Govt./ State Govt./ Autonomous bodies of India for engagement of the following post in Satyajit Ray Film & Television Institute, Kolkata on **Contract**. Required educational qualification and experience is as under:-

S/ N	Name of the Position	No. of Position	Consolidated honorarium per month	Age Limit	Required qualification & experience	Duties
01	Consultant (Administration) On Contract for 1 year	One	50,000/-	Not exceeding 65 years preferably	<b>Essential</b> :- i. The Consultant (Admin) should have adequate knowledge of rules & regulations of the Govt. of India on the subject of Administration, Establishment and Legal related matters. He/she should have at least 5 years of working experience in the specific filed of administration. ii. Retired Govt. Servant (preferably Group 'A' officials of Autonomous/ PSU) of Govt. of India may apply having post graduate degree/diploma with at least 5 years working experience in the respective fields. iii. The Govt./ autonomous/ PSU employees who will be retiring within March, 2022 may also apply for the position subject to fulfillment of requisite qualification and experience.	<ul style="list-style-type: none"><li>➤ The Consultant is expected to support on all establishment &amp; legal matters (drafting para-wise comments) of court cases, grievances &amp; RTI related issues.</li><li>➤ He/she is expected to have sound knowledge of rules &amp; regulation of Government, service related matters, etc., so as to facilitate matters related to DPC/ MACP etc.</li><li>➤ To maintain liaison with the Govt. Counsel engaged in various court cases to update the Institute about the day-to-day activities of various legal matters.</li><li>➤ To provide proper advise in various administrative matters as sought for;</li><li>➤ To finalize the terms &amp; conditions of various tenders and to scrutinize the terms &amp; conditions of different contracts/ agreements;</li><li>➤ To advise in preparation of reply to audit paras;</li><li>➤ Other works as assigned by the authority of SRFTI from time to time.</li></ul>

02	Consultant (Official Language & Communication) On Contract for 1 year	One	40,000/-	Not exceeding 65 years preferably	<p>i. The Consultant (Official Language &amp; Communication) should have adequate knowledge of Official Language Act &amp; Rules as followed by the Dept. of Official Language, Govt. of India on Official Language. He/she should have at least 5 years of working experience in the specific filed of administration.</p> <p>ii. Retired Govt. Servant (preferably Group 'A' officials of Autonomous/ PSU) of Govt. of India may apply having post graduate degree/diploma with at least 5 years working experience in the respective fields.</p> <p>iii. The Govt./ autonomous/ PSU employees who will be retiring within March, 2022 may also apply for the position subject to fulfillment of requisite qualification and experience.</p>	<ul style="list-style-type: none"> <li>➤ He/she is expected to have sound knowledge of Act &amp; Rules of Official Language. Supervision of Hindi work under Official Language Act;</li> <li>➤ Shall collect information from various offices about the progressive increase in the use of Hindi as an Official Language;</li> <li>➤ He must have adequate knowledge of preparation of questionnaire during inspection of Parliamentary Committee on Official Language.</li> <li>➤ To ensure timely conduction of Hindi Workshop, Hindi Pakhwada and other activities related to Rajbhasha from time to time.</li> <li>➤ To attend meeting of Official Language Implementation Committee. Shall ensure Implementation of Rajbhasha (Official Language Act);</li> <li>➤ To translate written or printed material from one language to one or more languages;</li> <li>➤ To implement various orders/schemes issued by Department of Official Language, Govt. of India from time to time to encourage the employees to enhance the official works in Hindi in the Institute.</li> <li>➤ To ensure training programmes of Hindi (Prabodh, Praveen, Pragna, Parangat, etc) for the employees to enhance the working knowledge on Hindi in the Institute.</li> <li>➤ To scrutinise reports, publications, journals, court judgments, rules and other documents written or printed in one language and translate them into required languages;</li> <li>➤ To ensure timely submission of various reports on Hindi;</li> <li>➤ Translation of Annual Report, Citizens' Charter, Prospectus and other publications;</li> <li>➤ Dealing matters on RTI on Hindi;</li> <li>➤ Other works as assigned by the authority of SRFTI from time to time.</li> </ul>
----	---	-----	----------	-----------------------------------	--	--

03	Consultant (Finance & Audit) On Contract for 6 months	One	50,000/-	Not exceeding 65 years preferably	<p>i. The Consultant (Finance &amp; Audit) should have adequate knowledge of rules &amp; regulations of the Govt. of India on the subject of Finance &amp; Audit, related matters. He/she should have at least 5 years of working experience in the specific filed of Finance &amp; Audit.</p> <p>ii. Retired Govt. Servant (preferably Group 'A' officials of Autonomous/ PSU) of Govt. of India may apply having post graduate degree/diploma with at least 5 years working experience in the respective fields.</p> <p>iii. The Govt./ autonomous/ PSU employees who will be retiring within March, 2022 may also apply for the position subject to fulfillment of requisite qualification and experience.</p>	<p>To ensure proper maintenance of accounts, accounts books, records of business and financial establishments of the Institute. Shall ensure that prescribed accounting procedures are followed in the institute and account books are properly maintained. Shall ensure maintenance of books and accounts registers in the prescribed forms according to the provisions of the Financial Byelaws of the Institute;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall supervise the functioning of the subordinates e.g. Accounts Officer, Accountant, Cashier and other dealing hands engaged in maintenance of accounts and records;</li> <li><input type="checkbox"/> Shall scrutinize bills, receipts, payment etc. for proper entries in cashbook, journal, ledger and other records. Shall ensure maintenance of payment records, Bill passing, Record keeping etc.;</li> <li><input type="checkbox"/> Shall ensure proper maintenance of records of all taxes, licenses, fees etc., required to be paid by the Institute and also ensure that those are paid in time and kept up-to-date;</li> <li><input type="checkbox"/> Shall get the annual budget prepared and consolidated under his supervision and place it before the appropriate authority, SFC/GC/Ministry of I &amp; B for consideration;</li> <li><input type="checkbox"/> Shall ensure preparation of final accounts of the Institute showing Receipts &amp; Payments of Accounts, Income &amp; Expenditure and Balance Sheet as per time schedule;</li> <li><input type="checkbox"/> Shall ensure that instructions given or objections raised by Audit are carried out or rectified;</li> <li><input type="checkbox"/> Shall ensure compliance of relevant provisions of Financial Bye-Laws of SRFTI, GFRs, C.T.R.s, Receipts &amp; Payments Rules, DFP Rules, FRSR, and CCS (CCA) Rules etc.;</li> <li><input type="checkbox"/> Shall make periodical and surprise checks of accounts;</li> <li><input type="checkbox"/> Shall advise appropriate authority on financial matters including revenue generation and incurring expenditure such as procurement of equipment and other capital goods and other purchases and also disposal of assets, writing off depreciation, award of contract etc.;</li> <li><input type="checkbox"/> Shall maintain liaison with the Ministry of Information &amp; Broadcasting, Govt. of India in all financial and accounts matters of the Institute;</li> <li><input type="checkbox"/> Shall arrange and/or attend departmental, inter-departmental meetings including meetings convened by the Ministry of Information &amp; Broadcasting, Govt. of India as &amp; when required;</li> <li><input type="checkbox"/> Shall ensure maintenance of records of payment documentation, and data feeding of financial transactions;</li> <li><input type="checkbox"/> Shall ensure preparation of periodic returns;</li> <li><input type="checkbox"/> Shall delegate work to juniors;</li> <li><input type="checkbox"/> Shall plan and schedule work of Accounts Section;</li> <li><input type="checkbox"/> Shall deal with non-routine cases referred to him;</li> <li><input type="checkbox"/> Shall keep track of paper movement;</li> <li><input type="checkbox"/> Shall hold intra-section meeting to discuss section's work;</li> <li><input type="checkbox"/> Shall perform such other duties and functions as assigned 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 Director/ Registrar and other senior officers from time to time</li> </ul>
----	---	-----	----------	-----------------------------------	---	--

Satyajit Ray Film & Television Institute, Kolkata intends to engage services of Consultant (Legal) for providing support and advise on various legal issues. Applications are invited from the interested Advocates/Legal firms for **empanelment** at SRFTI, Kolkata

04	Lawyer/Legal Firm For empanelment	--	Payment will be decided on case to case basis	--	<p>i.The Advocate/frm should be Kolkata based. The advocate should have a Bachelor Degree from an accredited/ recognized college/University in Law and is registered with Bar Council of Hon'ble High Court and Central Administrative Tribunal, Kolkata Bench.</p> <p>ii.He/she should have experience of handling Government related cases at High Court/ Supreme Court/ Central Administrative Tribunal.</p>	<ul style="list-style-type: none"> <li>➤ The Advocate would need to provide legal advice including all aspects of analysis assists in drafting legal opinions, memorandum and other briefing documents.</li> <li>➤ He/she would be responsible to providing advice to the organization on legal issues referred and formulating the best possible legal solutions.</li> <li>➤ He/she should be able to provide legal assistance while dealing with legal tasks, litigations, contracts, dispute resolution and guide the Institute.</li> </ul>
----	-----------------------------------	----	---	----	---	--

### **General Terms & Conditions:-**

- The period of contract will be initially for a period of 1 year in r/o Sl. No. 1 & 2 and 6 months for Sl. No.3 and may further be extended subject to functional requirement and performance appraisal.
- The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- The contractual engagement shall not any right for regularization or absorption against any post in SRFTI.
- The selected candidate will be required to join on immediate basis
- Interested candidates who fulfill the above requirements may send their application 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 applicant may send the application **by post or may drop** in the application box located in Admn. Block of this Institute, **latest by 19.04.2022 and or email to career@srfti.ac.in**.
- The envelope containing the application shall be superscribed with the name of engagement applied for.
- Interested candidates applying for more than one engagement, have to submit separate application (along with separate DD) for each.
- To calculate the age limit, the crucial date would be the last date of receipt of application i.e.19.04.2022.
- 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.
- No travelling allowance will be paid to the candidates for attending interview.

Registrar

**Format for application for contractual engagement**

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

Sir,

Sub: **Application for the engagement of .....on Contract basis, in SRFTI.**

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

2. I would like to apply for the engagement of ..... in Satyajit Ray Film & Television Institute, Kolkata, on contract 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 the 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.

.....  
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.

Signature:

Name & Designation of the  
forwarding officer with seal