



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24639300, 24638355, 24638356, FAX: (033) 2463-0723/9436

Applications are invited from the citizens of India for the following engagements, on contract basis, in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualifications and experience is as under:-

S/ N	Name of the Position	No. of Position	Consolidated honarium per month	Upper Age Limit	Required qualification & experience	Duties
1	Teaching Faculty (Direction)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film Direction or Film Production or equivalent from a recognized University or Institute;</p> <p>b) Desirable:</p> <p>i) Three years' professional experience as Film Director or Film Producer and/or teaching experience in Film Direction or Film Production in reputed organization or institution</p> <p>ii) Working knowledge in Computer.</p> <p>iii) Good knowledge of Film and TV medium in India and abroad.</p> <p>(Candidates are required to produce evidence of professional work done)</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 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.

2	Teaching Faculty (Cinematography)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Motion Picture Photography or cinematography from a recognized University or Institute;</p> <p>b) Desirable:</p> <p>i) Three years' professional experience as Cinematographer and/or teaching experience in Motion Picture Photography or cinematography in an organization or institution of repute.</p> <p>ii) Working knowledge in Computer.</p> <p>iii) Good knowledge of Film and TV medium in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</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 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.
3	Teaching Faculty (Editing)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Film Editing from a recognized University or Institute;</p> <p>b) Desirable:</p> <p>i) Three years' professional experience as Film Editor and/or teaching experience in Film Editing in reputed organization or institution</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,

					<p>ii) Working knowledge in Computer. iii) Good knowledge of Film and TV medium in India and abroad.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<p>workshops, lab visits, study tours, etc.;</p> <ul style="list-style-type: none"> • 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 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.
4	Teaching Faculty (Sound Recording & Design)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) <u>Essential:</u></p> <p>i) Degree of a recognized University; ii) Degree or post graduate Diploma or equivalent in Sound Recording from a recognized University or Institute;</p> <p>b) Desirable i) Three years' professional experience as Sound Recordist in film/TV and/or teaching experience in Sound Recording in reputed organization or institution ii) Working knowledge in Computer. iii) Good knowledge of Film and TV medium in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</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;

						<ul style="list-style-type: none"> • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth 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.
5	Teaching Faculty (Animation Cinema)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree in Fine Arts from a recognized University;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;</p> <p>b) Desirable:</p> <p>i) Three years' professional experience &/or teaching of Graphics/ Animation in a responsible capacity in an Organization or Institution connected with Film or TV Graphics or Training.</p> <p>ii) Good knowledge of computer;</p> <p>iii) Good knowledge of Film and TV medium in India and abroad.</p> <p>(Candidates are required to produce evidence of professional work done)</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 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.

6	Teaching Faculty (Producing for Film & Television)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree from a recognized University, or equivalent;</p> <p>ii) Post Graduate Degree/Diploma or equivalent in Film/ TV Direction/Production/Producing from an organization or institution of repute;</p> <p>b) Desirable:</p> <p>i) Three years professional experience in Film/TV Production and or respective teaching experience in an organization or institution of repute;</p> <p>ii) Expertise in film/TV production including marketing, finance and distribution.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>Post Graduate or Diploma or equivalent in Business Administration, Mass Communication, Media Studies from an organization or institution of repute.</p> <p>b) Desirable:</p> <p>i) Five years professional experience in Film/TV Production and or respective teaching experience in an organization or institution of repute.</p> <p>ii) Expertise in film/TV production including marketing, finance and distribution.</p> <p>(Candidates are required to produce evidence of professional work done)</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 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.
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7	Teaching Faculty (Cinematography for Electronic & Digital Media)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for 2 years) in Motion Picture Photography/ Cinematography or Videography from a recognized University or Institute;</p> <p>b) Desirable:</p> <p>i) Two years' professional experience (including teaching) as Cinematographer/ Videographer in an organization or institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>Master Degree in Arts/ Science from recognized university/ institute;</p> <p>b) Desirable:</p> <p>i) 4 years' professional experience (including teaching) as Cinematographer/ Videographer in an organization or institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>b) Desirable:</p> <p>i) 6 years' professional experience (including teaching) in related field in an organization or institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 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.
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8	Teaching Faculty (Electronic & Digital Media Management)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Diploma (at least of two years duration) in Electronic & Digital Media Management or Producing for Film and Television / Direction/ Editing / Sound / Cinematography/Media Management;</p> <p>b) Desirable:</p> <p>i) 2 years' professional experience (including teaching) in responsible capacity in a TV Production Organisation of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>Master Degree in Mass Communication or equivalent from a recognized university.</p> <p>b) Desirable:</p> <p>i) 4 years' professional experience (including teaching) in responsible capacity in a TV Production Organisation of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>b) Desirable:</p> <p>i) 6 years' professional experience (including teaching) in Management / Producing for Electronics & Digital Media in an organization of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 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.
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9	Teaching Faculty (Writing for Electronic & Digital Media)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential: i) Degree of a recognized University; ii) Degree or post graduate Diploma (for at least 2 years) in Film/ Television /Direction/ Screenplay Writing for EDM from a recognized University or Institution; b) Desirable: i) 2 years' professional experience (including teaching) as a Script Writer for Television/OTT channel in script writing for Television/OTT Channels in an Institution or Organisation of repute. ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential: Master degree in theatre/ Literature/ Film Studies/ Television Production/ Film Direction/ Screenplay writing from a recognized University/ Institute. b) Desirable: i) 4 years professional experience (including teaching) as Television Director/ Producer/ Writer. ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential: i) Degree of a recognized University; b) Desirable: i) 6 years' professional experience in related field (including teaching) in Film Direction or Film Production or Script Writing in an organization. ii) Good knowledge of Indian and International Television/OTT channel Programmes. (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 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.
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10	Teaching Faculty (Sound for EDM)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for 2 years) in Sound Recording and/or Sound Engineering/ Sound Designing/ Audiography from a recognized University or Institute;</p> <p>b) Desirable:</p> <p>i) 2 years' professional experience (including teaching) as 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>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>Master Degree in Arts/ Science from recognized university/ institute;</p> <p>b) Desirable:</p> <p>i) 4 years' professional experience (including teaching) 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>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p style="text-align: center;">OR</p> <p>a) Essential:</p> <p>Degree of a recognized University;</p> <p>b) Desirable:</p> <p>i) 6 years' professional experience (including teaching) in related field in an organization or institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 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.
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11	Teaching Faculty (Editing for EDM)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential: i) Degree of a recognized University; ii) Degree or post graduate Diploma (at least for 2 years) in Film/ Television Editing from a recognized University or Institute</p> <p>b) Desirable: i) 2 years' professional experience (including teaching) in the field of digital Editing in an organization or Institution of repute. ii) Good knowledge of Indian and International Television/OTT channel Programmes. OR</p> <p>a) Essential: Master Degree in Arts/ Science from recognized university/ institute;</p> <p>b) Desirable: i) 4 years' professional experience (including teaching) in the field of digital Editing in an organization or Institution of repute. ii) Good knowledge of Indian and International Television/OTT channel Programmes. OR</p> <p>a) Essential: Degree of a recognized University;</p> <p>b) Desirable: i) 6 years' professional experience (including teaching) in related field in an organization or institution of repute. ii) Good knowledge of Indian and International Television/OTT channel Programmes.</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 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.
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12	Teaching Faculty (Direction & Producing for EDM)	01 (One)	Rs.56,100 /-	Not exceeding 63 years	<p>a) Essential: i) Degree of a recognized University; ii) Degree or post graduate Diploma (at least for 2 years) in Film or TV Direction/ Producing from a recognized University or Institute;</p> <p>b) Desirable: i) 2 years' professional experience (including teaching) as Film/TV Director/ Producer in Film/TV Direction/Producing in reputed organization or institution. ii) Good knowledge of Indian and International Television/OTT channel Programmes. OR</p> <p>a) Essential: Master Degree in Arts/ Science from recognized university/ institute;</p> <p>b) Desirable: i) 4 years' professional experience (including teaching) as Film/TV Director/Producer in Film/TV Direction/Production in reputed organization or institution. ii) Good knowledge of Indian and International Television/OTT channel Programmes. OR</p> <p>a) Essential: i) Degree of a recognized University;</p> <p>b) Desirable: i) 6 years' professional experience (including teaching) in related field in an organization or institution of repute. ii) Good knowledge of Indian and International Television/OTT channel Programmes. (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 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.
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GENERAL TERMS & CONDITIONS

Note:-

- (i) All engagement will be for 89 days on contract.
 - (ii) The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
 - (iii) The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
 - (iv) The selected candidate will be required to join on immediate basis.
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- Interested candidates who fulfill the above requirements shall apply through online application form (google form) only. The link to the application form is bit.ly/3GkB7dY . The print out of the application along with copy of all requisite documents shall have to forward to the **Registrar, Satyajit Ray Film & Television Institute, EM Bypass Road, Panchasayar, Kolkata : 700094** within the stipulated date & time.
 - Interested candidates wish to apply for more than one post may have to apply separately for each post.
 - Last date for submitting application form: 03.01.2023 (5 P.M.), and the last date of receiving hard copy of the application form is 06.01.2023 (5 P.M.)
 - The date, time schedule and mode of interview (off line/online) will be communicated to the shortlisted candidates individually. During the interview, candidates may have to deliver a lecture on the concerned subject.
 - With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 03.01.2023
 - Experience for each post will be counted post education qualifications (degree/diploma/certificate). Supporting document is required.
 - SRFTI strives to have a workforce which reflects gender equality.
 - The Institute reserves the right to reject any/all applications without assigning any reason whatsoever, along with not filling up any vacancy.
 - For any query, please contact in 033-2432-9300/8355/8356 or mail with office.admin@srfti.ac.in.
 - Depending on the number of applications, eligible short-listed candidates will be called for interview and/or trade test (as applicable). Since, it is not possible to call all the eligible candidates for interview and/or trade test, the applicants will be short-listed at the time of scrutiny on the basis of criteria fixed by the Institute. The decision of the Institute in this regard will be final and binding.

Registrar