



**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 following posts on **CONTRACT** in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualification and experience is as under:-

S/N	Name of the Position	No. of Post	Res erva tion	Pay Scale (as per 7 <sup>th</sup> CPC)	Age Limit	Required qualification & experience	Functions & Duties
1.	Academic Coordinator	01	NA	Rs.99,969/- <b>(Consolidated)</b>	63 years	<p><b>(a)Essential</b> Minimum 3 years Diploma from FTII/SRFTI or equivalent reputed institute / university in any specialization with 10 years' experience in the professional field including experience in Academic Administration / Examination in a University/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Master's Degree or equivalent in Film Studies/Media/Cultural Studies/Art History or Artistic Research from any University or Institute of repute with 8 years' experience including experience in Academic Administration/ Examination in University/Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>PHD in Film Studies/Media/Cultural Studies/Art History or Artistic Research from any University or Institute of repute with 5 years' experience including experience in Academic Administration/ Examination in University/Institute.</p> <p><b>(b)Desirable</b> Knowledge of Academic Management, Scheduling of curriculum, Knowledge of Choice Based Credit System and New Education Policy, Reservation Policy and so on including experience of conducting Entrance and other examinations.</p>	<ul style="list-style-type: none"><li>• To assist Head of the Academic office (Dean) &amp; Examination office and responsible for co-ordination of academic activities. Academic co-ordinator is also responsible for maintaining academic timelines, execution of the admission process of all courses of Film and EDM wings of SRFTI included management of all student affairs related to academics such as; Registration. Providing ID Cards, Handbook / Rulebook, Syllabus copy, Certificates (Bonafide / Course Completion). Documentation, Recordkeeping and scholarship disbursements. Examination and Result tec. In coordination with Dean of both wings and Registrar.</li><li>• Other responsibilities of Academic Co-ordinator are;<ul style="list-style-type: none"><li>○ To ensure timely implementation of curriculum and address issues if any, related to the implementation of the curriculum of all semesters / year of the courses.</li><li>○ To ensure timely completion of assessment of each and every module, exercise, project and written examination / sessional / dissertation / script submissions etc. and also to monitor the feedback of / from the students and teachers.</li><li>○ To monitor the functioning of the Academic Office and ensure smooth implementation of the CBCS and rationalize the credit points for specialization modules, if any by offering suggestions from time to time to all departments regarding the same.</li><li>○ To coordinating the formulation of guidelines for exercises and projects along with Deans of both wings and all HoDs from time to time as and when required.</li><li>○ To do coordination with all the departments and provide inputs regarding the courses of Open Electives.</li><li>○ To do coordination with Head of the departments, Dean .Creating data base for quality guest faculties related to various modules in various departments and also create a data base comprising the strong points in terms of expertise of the existing faculty members. Creating parameters for academic performance by the faculty members and designing programs for faculty upgradation.</li><li>○ To work with parents, teachers and counselors to address students' behavioral, academic, and other problems.</li></ul></li></ul>

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2.	Production Manager (Electronic & Digital Media)	01 (One)	NA	Rs.77,113/- (Consolidated)	63 years	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University.</p> <p>ii) Post Graduate Diploma (at least 2 years) in Management for Electronic &amp; Digital Media / Producing for Film &amp; Television.</p> <p>iii) At least two years' professional experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p><b>b) Desirable:</b></p> <p>i) Administrative/Managerial experience;</p> <p>ii) Good knowledge of Indian and International Cinema/TV/OTT;</p> <p>iii) Good knowledge of computer and accounts</p>	<ul style="list-style-type: none"> <li>• To organize resources - man/money/machine for Pre-production/Production/ Post production;</li> <li>• To organize permissions and location amenities;</li> <li>• Shall ensure safety/security of the personnel/crews/equipment/Institute's properties;</li> <li>• Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement;</li> <li>• Shall remain responsible for timely completion of projects/assignments within the given parameter;</li> <li>• Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes;</li> <li>• 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.</li> </ul>

## GENERAL TERMS & CONDITIONS

### Note:-

- (i) The engagement for all posts will be initially for one year and may be extended subject to reviewing of satisfactory performance each year.
  - (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.
  - (v) The selected candidates who wish to avail staff quarter will be charged the rent as per their post/category. However, allotment of staff quarter is subject to availability.
- 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"**. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. block of this Institute within 30 days of publication of the advertisement (i.e.22.05.2023). The application fee is Rs.1200/- which is to be deposited through SBI Collect (Application fee for recruitment). A copy of payment receipt may be attached with the application form. **The application fee(s) once paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection. Separate application fee is to be paid separately for every post applied.** However, SC, ST, PWD & female applicants are exempted from payment of application fees as per extant practice of GOI.
  - How to pay Application fees: **1.**Click open the link <https://www.onlinesbi.com/sbcollect/icollethome.htm> OR visit [www.onlinesbi.com](http://www.onlinesbi.com) and further click on "SB Collect" which is at the top left, vertically 06th from left to right. **2.** Read the "Terms Used", then tick/ click on the 'check box' and further click on "Proceed". **3.** Select West Bengal in State of Corporate / Institution, then select Educational Institutions in type of Corporate/ Institution and click Go. **4.** Search / Find Satyajit Ray Film and TV Inst in Educational institutions name and click submit. **5.** In the payment category select "Application Fees (Recruitment)". **6.** Once payment is done, please download the payment confirmation receipt and attach the same with the application form. **7.** Digitally store the receipt of payment for future reference.
  - Interested candidates applying for more than one post should apply separately. Those who have already applied for the post at Sl. No. 2 against the advertisement dated 30.07.2022 need not to apply again.
  - Last date for submitting application form : 22.05.2023 (5.00 PM)
  - With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 22.05.2023.
  - 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 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.

Registrar

**APPLICATION FORMAT FOR THE POST OF ..... ON  
CONTRACT BASIS**

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 ..... on contract 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, on contract basis.

2. I would like to apply for the post 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 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.	SBI Collect details (UTR & Date)	

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) Payment receipt of Rs.1200/-

.....  
Signature of the Applicant