



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24329300, 24328355, 24328356,

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 direct 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
1)	Animator	01 (one)	UR	Level – 7 (Rs.44900-142400/-)	Not exceeding 32 Years [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]	a) Essential: i) Degree in Fine Arts from a recognized University or Institution or equivalent; ii) Certificate/Diploma in 3D Animation Software and Computer Graphics (minimum 6 months course) from a recognized University or Institution. iii) At least three years' experience in Animation/ Graphics in an Organization or Institution connected with Film/TV Graphics/Training.	<ul style="list-style-type: none">• Specific practical training/demonstration particularly in new emerging Digital/ Electronic Media- Animation;• To conduct other practical classes and training schedules as per departmental requirements;• Responsible for one-to-one student guidance;• 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.
2)	Upper Division Clerk	02 (two)	UR	Level – 4 (Rs.25500-81100/-)	27 years [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	a) Essential: i) 12th Class or equivalent qualification from a recognized Board or University ii) Knowledge of English/Hindi Typewriting at a minimum speed of 35/30 w.p.m. on computer iii) At least three years' Clerical experience in Government Office or Commercial Office of repute; iv) Knowledge of Computer. b) Desirable: i) Knowledge of Hindi.	<ul style="list-style-type: none">• To work under the orders and instructions of the concerned Departmental In-charge;• To put up notes keeping in view of the usual check lists,• To draw attention where necessary to precedents or Rules & Regulations on the subject,• To put up the Guard file, if necessary,• To keep the record of the students, matters related to academics and to co-ordinate between the department and Administration/Accounts in its day-to-day activities.• To prepare notes, drafts memoranda and summaries quoting precedents, references, rules etc.;• To draw out reports, statements and correspondence;• To assist superiors in disposal of complicated or important cases;

					<p>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>		<ul style="list-style-type: none"> • To make entries in register regarding nature and number of papers received by him/her for disposal; • To study letters and correspondence and link connected papers on the subject; • To prepare brief notes, reports or draft replies quoting precedent, rules, regulations and existing orders, if any, and put them to superior for consideration; • To keep watch over movement of files; • To supervise work of subordinates and assist them in disposal of case correctly and expeditiously; • To maintain prescribed registers; • To do his own typing; • Shall perform such other duties and functions as assigned to him by the seniors.
3)	Camera Assistant	01 (one)	UR	Level – 4 (Rs.25500-81100/-)	<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>[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>a) Essential:</p> <p>i) Matriculation from a recognized Board, or equivalent;</p> <p>ii) At least three years' experience as Camera attendant for both Film Camera and Digital Equipment in a cinema shooting Studio/Organisation.</p> <p>b) Desirable:</p> <p>i) Experience of basic maintenance of cine-camera and equipment.</p> <p>(Candidates are required to produce evidence of work done/ experience)</p>	<ul style="list-style-type: none"> • Looking after Camera and other equipment, and regular maintenance, help etc. watch and ward duty; • To provide skilled assistance to technical requirement of students during projects –setting-up of camera AND shifting AND organizing/fixing accessories, • Day-to-day care/ cleaning/ routine-maintenance of camera-equipment. • To facilitate technical works required in studios/workshops/shootings while working alongside students under training. • Shall be responsible for the safety/security of the equipment and crew/students involved in shooting. • Shall perform such other duties and functions as may be assigned to him by seniors.
4)	Projection Assistant	01 (one)	UR	Level – 2 (Rs.19900-63200/-)	<p>27 years</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) Matriculation or equivalent of a recognized Board;</p> <p>ii) Certificate of competence or License in Film Projection issued by the Competent Authority;</p>	<ul style="list-style-type: none"> • To provide skilled assistance to the Projection Room Operator/ Senior Projectionist for technical requirement- of film projection, analogue AND digital; film shifting/ carriage AND preparing/fixing/operating film projection accessories, day-to-day care/cleaning of projection equipment; • To facilitate technical works required in film projection during

					<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>[In case of Casual Workers With Temporary Status or 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 With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p>	<p>iii) At least THREE years' experience as an Assistant Projection Room Operator or Projectionist in a Commercial Cinema Hall or Govt. Organization.</p> <p>b) Desirable:</p> <p>i) Experience of handling and operating Cinema Projection Equipment of different types.</p> <p>(Candidates are required to produce evidence of work done/ experience)</p>	<p>events/students' projects while working alongside students under training;</p> <ul style="list-style-type: none"> • Watch and ward duty in those technical areas and shall remain responsible for safety/security of the related equipment. • Shall perform such other duties as may be assigned to him by the seniors.
5)	Lighting Assistant	01 (one)	UR	Level – 2 (Rs.19900-63200/-)	27 years [Relaxable for Government servants (other than SRFTI employees) as per Govt. of	<p>a) Essential:</p> <p>i) Matriculation of a recognized Board, or equivalent, or ITI (Electrical) passed</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;

				<p>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>[In case of Casual Workers With Temporary Status or 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 With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p>	<p>ii) A relevant License issued by the Competent Authority to work in 3 phase 440 volt electric line.</p> <p>iii) At least FOUR years' experience in related field in a Film Studio or equivalent Organisation of repute.</p> <p>(Candidates are required to produce evidence of work done)</p>	<ul style="list-style-type: none"> • 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 the related equipment; • Other works allotted by the seniors.
6)	Lower Division Clerk	01 (one)	UR	Level – 2 (Rs.19900-63200/-)	27 years [Relaxable for Government servants (other than SRFTI	<p>i) 12th Class or equivalent qualification from a recognized Board or University;</p> <ul style="list-style-type: none"> • To work under the orders/instructions of the Department/Section In-charge; • To maintain Section Diary, File Register, File Movement Register;

				<p>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>[In case of Casual Workers With Temporary Status or 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 With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p>	<p>ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each work)</p>	<ul style="list-style-type: none"> • Recording, Typing, Comparing, Despatch; • Preparation of statements related to Academics & Students; • Submission of routine & simple drafts; • Maintenance of records; • Receipt and Despatch of dak; • Routine correspondence, tabulation data; • Preparation of production schedules, various bills, provident fund accounts; • Keeping record of issue and receipt of library books; • Other works allotted by the seniors.
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GENERAL TERMS & CONDITIONS

- Interested candidates who fulfill the above requirements shall apply through online application form (google form) only. The link to the application form is <https://forms.gle/iNP67iivvJ8JWzqA9>. The application fee is Rs.1200/- for each post which is to be deposited through SBI Collect (Application fee for recruitment). A copy of payment receipt may be uploaded during submission of form. However, SC, ST, PWD & female applicants are exempted from payment of application fees as per extant practice of GOI. 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 09.09.2024 (upto 5 pm.)**.
- How to pay Application fees:
 1. Click open the link <https://www.onlinesbi.sbi/sbicollect>
 2. Select category as Educational Institutions.
 3. Select the Institution from the list (use search option to Find Satyajit Ray Film and TV Inst).
 4. In the payment category select "Application Fees (Recruitment)".
 5. Fill up the payment detail to proceed for payment.
 6. Once payment is done, please upload the payment confirmation receipt in the application form.
 7. Digitally store the receipt of payment for future reference.
- Interested candidates applying for more than one post should pay fee separately for each post.
- Last date for submitting application form : **09.09.2024 (5 PM)** and the last date of receiving hard copy of the application form is **16.09.2024 (5 pm)**
- With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. **09.09.2024**.
- Experience for each post will be counted post education qualifications (degree/diploma/certificate). Supporting document is required.
- 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.
- 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 applications.
- Those who already applied for the post of Projection Assistant against the advertisement published in the newspaper on 22.04.2023, they are need not to apply again.
- 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.
- Depending on the number of applications, eligible short-listed candidates will be called for written examination, trade test and/or interview (as applicable).. The decision of the Institute in this regard will be final and binding.

Registrar