



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 invites applications from the citizens of India for engagement of suitable incumbents in the stated capacities with requisite educational qualifications and experience mentioned as under:-

S/N	Name of the Position	Number of Position	Consolidated honorarium per month	Upper age Limit	Required qualifications & experience	Duties& Responsibilities
1)	Professor (Sound for EDM)	One	Rs.1,55,200/-	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>iii) At least 8 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 style="text-align: center;">OR</p> <p>i) Master Degree in Science from a recognized University / Institute;</p> <p>ii) At least 10 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 style="text-align: center;">OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 12 years professional experience (including teaching) in responsible capacity in a reputed organization / Institute of repute.</p>	<p>Functions & Duties</p> <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 extracurricular 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 of the department regarding gross negligence/misconduct and other such matters;• 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

					<p>b) <u>Desirable:</u></p> <p>i) Experience in administrative / managerial and / or teaching in a responsible capacity in an organization or Institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT Channel Programme</p>	<p>departments, in consultation with Dean.</p> <ul style="list-style-type: none"> • 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 and other authorities from time to time.
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General Terms & Conditions:-

- i. The serving Govt. employees (Central or State)/ Autonomous/ PSU) who will be retiring within three months may also apply for the position subject to fulfillment of requisite qualifications and experience.
- ii. The period of contract will be initially for a period of 1 year and may further be extended subject to functional requirement and performance appraisal.
- iii. The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
- iv. The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.

Services of superannuated faculty or employee from any Government organization, if hired on contract, then he/she will be paid consolidated emoluments per month as explained above, provided such consolidated amount plus pension / PEG does not exceed last salary drawn. There will not be any deductions / contributions towards Provident Fund or any other pensioner contribution from either side. No other administrative/ financial benefits will be applicable to the said contract employee. However, Income Tax, Professional Tax and any other Govt. Tax will be deducted as per rules.

- v. The selected candidates will be required to join on immediate basis.
- vi. 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.
- viii) The contractual employees would be entitled for leave as per extant rules of the Institute.

➤ Interested candidates who fulfill the above requirements may send their application in the prescribed format (given below) along with 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"**.

➤ The application fee is Rs.1200/- which is to be deposited through SBI Collect (Application fee for recruitment). **A copy of payment receipt is to be enclosed with the application form.**

➤ **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.

- The envelope containing the application shall be superscribed with the name of Position applied for.
- Last date for submitting application form is **09.06.2025**.
- With regard to age limit, the crucial date would be the last date fixed for receipt of applications i.e. **09.06.2025**.
- 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 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

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 ofon 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	

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) copy of payment receipt of application fee.

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Signature of the Applicant