

**FILM & TELEVISION INSTITUTE, ARUNACHAL PRADESH**  
**(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)**  
**Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723/9436**

Film & Television Institute, Arunachal Pradesh invites applications from the citizens of India for engagement as contract basis 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 Limit age	Required experience qualifications&	Duties& Responsibilities
1)	Dean	One	Rs.1,35,600/-	63 years	<p><b>Essential</b></p> <p>i) Degree of a recognized University or equivalent</p> <p>ii) Post Graduate Degree or Diploma in Cinema or Electronic and Digital Media (at least of two years duration) from a recognized university or institution of repute with specialisation in Direction / Electronic and Digital Media Management / Producing for Film and Television / Writing for Electronic and Digital Media / Direction and Screenplay Writing / Screenwriting / Cinematography / Editing / Sound / Animation.</p> <p>iii) At least six years professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer / Cinematography / Editing / Sound Designing / Animation including two years of teaching experience in an organisation or institution of repute.</p> <p>OR</p> <p>i) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized</p>	<p><b>Functions, Duties &amp; Powers</b></p> <ul style="list-style-type: none"> <li>• Executive In-charge of the Academic programmes;</li> <li>• Ex-officio member of all academic activity-related committees formed by the Governing Council;</li> <li>• Authority to approve academic programmes under intimation to Director;</li> <li>• To function as Controlling Officer of the Academics;</li> <li>• To interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities;</li> <li>• To function as the Member Secretary of the Academic Council;</li> <li>• To ensure holding of Academic Council Meetings at regular interval;</li> <li>• To ensure implementation of the decisions taken in the meeting of the Academic Council after due approval of the Governing Council;</li> <li>• Shall co-ordinate between the academic departments and help to resolve any conflict that may emerge.</li> <li>• Shall be interfacing and networking with outside Institutions for mutually beneficiary exchange programmes, seeking and developing consultancy and research profiles and planning new programmes;</li> <li>• To co-ordinate and follow-up various administrative needs of academic activities including planning for new infrastructure, faculty development, assistance in major academic events such as conferences, meetings, seminars, workshops, publication, promotion etc.;</li> <li>• Shall hold fortnightly meeting of the faculty members and communicate the minutes of the meetings to Director;</li> <li>• To function as the Secretary of the joint meetings of the faculty members convened by the Director, to consider matters of common interest to more than one faculty, specific issues of common interest recommended by the</li> </ul>

				<p>University or equivalent.</p> <p>ii) At least eight years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer / Cinematography / Editing / Sound Designing / Animation including five years teaching experience in a responsible capacity in an Organisation or Institution of repute.</p> <p>OR</p> <p>i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent.</p> <p>ii) At least ten years' professional experience in Film Direction / Management / Production / Screenplay Writer / Executive Producer / Cinematography / Editing / Sound Designing / Animation including five years teaching experience in a responsible capacity in an Organisation or Institution of repute.</p> <p><b>Desirable</b></p> <p>i) Administrative and / or Managerial experience.</p> <p>ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.</p>	<p>individual faculty, any matter referred to by the Dean or by the Director or by the Academic Council etc.;</p> <ul style="list-style-type: none"> <li>• Shall draw out an annual calendar of academic and associated activities and its adherence and communicate the same to all concerned including the Director;</li> <li>• Shall ensure formation and proper functioning of Departmental Disciplinary Committee in each department and submit monthly report to the Director;</li> <li>• Shall form Dean's Council and ensure its proper functioning;</li> <li>• Shall ensure prior notification of the programming of curriculum for the calendar year;</li> <li>• Shall ensure submission of the monthly reports by all Faculty Members in respect of teaching assignments carried out by them and issue necessary instructions/guidelines on the shortcomings of such report under intimation to the Director in each case;</li> <li>• Shall ensure publication of Class Routine and Workshop/Project/Exercise Schedule by the respective Departments with a copy to the Director;</li> <li>• Shall deal general administration, discipline of the academic departments, students' welfare and settlement of disputes/grievances of the students;</li> <li>• Shall assign specific jobs to subordinates in the academic departments, maintain and review Annual Confidential Reports of the faculty members;</li> <li>• Shall issue warning &amp; reprimands to students, where necessary;</li> <li>• Shall ensure timely action on holding of Convocation and award of Diploma to the students;</li> <li>• Shall exercise such other powers and perform such other duties as assigned to him 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 Chairman and the Director from time to time.</li> </ul>
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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 FTI, Arunachal Pradesh

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.
- Interested candidates applying for more than one post should pay fee separately for each post.
- 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**.
- FTI, ArP 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 of .....on Contract basis, in FTI Arunachal Pradesh.**

This has reference to your advertisement published in ..... on ..... in connection with recruitment to the engagement of ..... in FTI Arunachal Pradesh, on contract basis.

2. I would like to apply for the engagement of ..... in FTI Arunachal Pradesh, 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