



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
Institutions Deemed To Be Universities
(UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)

SRFTI/RECTT./2025-26/002

Dated : 09.07.2025

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	Age Limit	Consolidated Remuneration	Qualification & Experience	Duties & Functions
. (1)	Senior Admin. Consultant	Not Exceeding 63 years	Rs.99000/- p.m (For retired Govt. Servants' remuneration shall be fixed as per the Ministry Of Finance, Dept. of Expenditure OM No. 3-25/2020-E.IIIA Dated 09.12.2020)	Bachelors/ Masters Degree in any discipline from a reputed institution. Minimum of 15 years of relevant experience preferably from Central/ State government organization at the level of Registrar or equivalent positions.	<ul style="list-style-type: none">Establishment matters involving pay fixation, releasing of increments, pension settlement cases, dealing with disciplinary cases, issue of circulars/ office orders, Correspondence with Higher Authorities.Preparation of Compliance to Audit observations/ objections.Finalization of tenders/ quotations and other procurements related aspects.Verification of monthly wage bill submitted by tender agencies.Offering necessary comments/observations on files specifically referred by the Competent Authority.Participating in various Committees as a member (when ever nominated), tender openings, scrutiny of comparative statements and offering necessary guidance to Administration wherever necessary.Liaising with the C&AG Audit Staff in smooth conducting of audit and furnishing necessary compliance to the report in consultation with concerned Officers of SRFTI.Miscellaneous works regarding administrative matters entrusted by SRFTI.

(2)	Senior HR Consultant	Not Exceeding 63 years	Rs.99000/- p.m (For retired Govt. Servents' remuneration shall be fixed as per the Ministry Of Finance, Dept. of Expenditure OM No. 3-25/2020-E.IIIA Dated 09.12.2020)	<p>a. Bachelors/ Masters Degree in any discipline from a reputed institution.</p> <p>b. Minimum of 15 years of relevant experience preferably from Central/ State government organization at the level of Deputy Secretary or equivalent positions.</p> <p>c. Experience in Establishment/ Human Resource / Personnel Management / Cadre Management and Restructuring of posts.</p>	<ul style="list-style-type: none"> • Conducting Recruitment Process • Capacity Building & Training: • Aligning with the overall vision of SRFTI, identify people capability needs at various levels and come up with a gap analysis that will be supported by a clear individual development action plan (IDP) to bridge the gap. Conducting training. • Advance planning on filling up of vacancies by devising recruitment calendar; advertisement/circulation of vacancies in newspapers; screening of applications; holding meetings of Selection Committee etc. • The job also includes matters regarding placement of personnel, induction and orientation of new personnel, preparing employees to perform present job • Verification of monthly wage bill submitted by tender agencies • Preparation of Compliance to Audit observations/ objections • Liaising with the C & AG Audit Staff in smooth conducting of audit and furnishing necessary compliance to the report in consultation with concerned Officers of SRFTI. • Offering necessary comments/observations on files specifically referred by the Competent Authority • Review of existing RR in line with the Govt of India's guidelines and suggest necessary changes • Participating in various Committees as a member (when ever nominated), tender openings, scrutiny of comparative statements and offering necessary guidance to Administration wherever necessary • Miscellaneous works regarding administrative matters entrusted by SRFTI. 	
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(3)	Teaching Assistant for PFT	Not Exceeding 63 years	59000/- p.m.	<p>a) Essential:</p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) Post Graduate Degree/Diploma or equivalent in Film / TV Direction/Production/Producing and at least three years professional experience in Film/TV Production and or respective teaching experience in an Organization or institution of repute.</p> <p>OR</p> <p>Post Graduate or Diploma or equivalent in Business Administration, Mass Communication, Media Studies and at least five (5) years professional experience in Film/TV Production and or respective teaching experience in an Organization or Institution of repute.</p> <p>b) Desirable: Expertise in film/TV production including marketing, finance and distribution.</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 ensure preparation & publication of 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. <p>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.</p>
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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, Kolkata.

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 position should pay fee separately for each position.
- Last date for submitting application form is **24.07.2025**.
- With regard to age limit, the crucial date would be the last date fixed for receipt of applications i.e. **24.07.2025**.
- SRFTI, 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 SRFTI, Kolkata.**

This has reference to your advertisement published in On in connection with recruitment to the engagement of in SRFTI Kolkata, on contract basis.

2. I would like to apply for the engagement of _____ in SRFTI, 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.

..... Signature of the Applicant

