



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(DEEMED TO BE UNIVERSITY 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 experience qualifications&	Duties& Responsibilities
1)	Academic Consultant (UGC)	One	Rs.99,000/-	68 years	<p>Eligibility : Serving/Retired/Vice-Chancellor/Dean/Registrar from a Central/ State or UGC accredited University.</p> <p>Knowledge of the UGC norms and academic administration.</p> <p>Experience: Minimum of 5 years of experience in academia, with a focus on curriculum development, research, and academic governance.</p> <p>Preferable areas of expertise</p> <p>Sound Knowledge of the UGC norms and academic administration.</p> <ul style="list-style-type: none">• Deep understanding of UGC regulations and accreditation processes.• Strong leadership, communication, and organizational skills.• Experience in faculty development and academic program restructuring.• Ability to collaborate with institutions nationally and internationally.	<p>Key Responsibilities:</p> <ol style="list-style-type: none">1. Academic Structure Review: Review and align the academic structure, including courses, syllabi, and evaluation systems, with UGC's Deemed to be University requirements.2. Program Development: Develop new academic programs and restructure existing ones to ensure compliance with UGC regulations and industry relevance.3. Faculty Recruitment & Development: Assist in recruiting qualified faculty and provide guidance on training and professional development in alignment with UGC guidelines.4. Research & Collaborations: Facilitate the development of research initiatives and academic collaborations with other Institutions, both within India and internationally.5. Accreditation Guidance: Guide the process of obtaining accreditation from relevant bodies such as the National Board of Accreditation (NBA) and the National Assessment and Accreditation Council (NAAC).6. Policy Development: Oversee the establishment of academic policies, including academic governance, student admissions, and credit systems, to ensure regulatory compliance and academic excellence.

2)	Administrative Consultant (UGC)	One	Rs.99,000/-	68 years	<p>Serving/Retired Vice-Chancellor/Dean/Registrar from a Central/ State University& UGC Accredited University.</p> <p>Experience:</p> <p>A minimum of 5 years of experience in administrative roles, with a focus on policy development, compliance, and governance, in a state or central university. Knowledge of UGC norms and higher education policies is essential.</p> <p>Preferable areas of expertise</p> <ul style="list-style-type: none"> • Understanding of UGC guidelines and regulatory frameworks. • Excellent communication, organizational, and leadership skills. • Proven ability to handle statutory compliance and administrative restructuring. • Ability to work collaboratively with multiple stakeholders, including government bodies and external agencies. 	<p>Key Responsibilities:</p> <ol style="list-style-type: none"> 1. Administrative Structure Review: Assess the existing administrative framework and recommend necessary changes to align with the norms and guidelines set by the University Grants Commission (UGC). 2. Policy Drafting & Implementation: Assist in drafting and implementing administrative policies across key areas such as finance, human resources, and governance, ensuring compliance with UGC standards. 3. Statutory Bodies Setup: Provide guidance and advice on establishing the required statutory bodies (such as Academic Council, Finance Committee, etc.) as mandated by the UGC for Deemed Universities. 4. Infrastructural Upgrades: Advise on necessary digital and physical infrastructural improvements to meet the operational and academic standards prescribed by UGC. 5. Compliance Reporting: Support the institution in preparing the compliance report to be submitted to UGC, ensuring it meets the necessary criteria and is submitted within the stipulated timeline. 6. Liaison with Regulatory Bodies: Coordinate with government bodies, regulatory agencies, and external partners to ensure all statutory and regulatory requirements are met for the smooth functioning of the institution.
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General Terms & Conditions:-

- i. 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.
- 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, Kolkata.
- iv. 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 Vice Chancellor, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094” within 07.10.2025.**
- 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 **07.10.2025.**
- With regard to age limit, the crucial date would be the last date fixed for receipt of applications i.e. **07.10.2025.**
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- 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 Vice Chancellor
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

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Signature of the Applicant