



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
DEEMED TO BE UNIVERSITY under Distinct Category
(MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24329300, 24328355, 24328356

Advt. no.: SRFTI/ RECTT./2025-26/003

Date: 09.08.2025

Applications are invited from the citizens of India for the following engagements, **on contract basis**, in Satyajit Ray Film & Television Institute, Kolkata (Deemed to be University) under the Ministry of Information & Broadcasting, Govt. of India. Required educational qualification and experience is as under:-

Sl. No.	Name of the Position	Number of Position	Consolidated honorarium per month	Upper age Limit	Required qualifications& experience	Duties& Responsibilities
1	Associate Professor, Animation	01	Rs.134900/- (Rs.114500/- with accommodation)	Not exceeding 63 years	<p>a) <u>Essential:</u></p> <p>i) Degree from a recognized University/Institution;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution;</p> <p>iii) At least eight years' professional experience &/OR teaching in the field of Animation in a responsible capacity in an Organization or Institution engaged with Training/ Production.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree IN FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institute;</p> <p>ii) At least ten years' professional experience of Animation and/or of teaching experience in a responsible capacity in an Organization or Institution engaged with Training/ Production.</p> <p>b) <u>Desirable:</u></p> <p>Expertise in latest technical & curricular developments in the field.</p> <p>(Candidates are required to produce evidence of teaching, case studies& portfolio of independent creative samples)</p>	<ul style="list-style-type: none">• Shall implement the syllabus in tune with academic goal of the department;• Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;• Shall be responsible for designing day-to-day implicational aspects of academics;• Shall be especially responsible for regular upgrading and assessment of the students;• Shall ensure proper utilization of existing physical & human resources;• Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;• Shall prepare a roster indicating engagement of all members of Faculty covering core programme;• Shall suggest suitable speaker/trainers for specific area of training;• Shall advise and assist in development of syllabus prog., training materials/aids suited to the needs of the students;• Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;• Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;• Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon;• Shall supervise, co-ordinate and ensure completion of courses on schedule;• Shall make arrangements for holding examination(s);• Shall take necessary follow up action for expeditious

						<p>publication of results;</p> <ul style="list-style-type: none"> • Shall submit proposals sugg. for inclusion in annual budget; • Shall take effective measures in regard to the Admission of the students; • Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation; • Shall 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/concerned HOD and other authorities from time to time;
2	Assistant Professor, Animation	02	Rs.113600/- (Rs.96700/- with accommodation)	Not exceeding 63 years	<p>a) <u>Essential:</u></p> <p>i) Degree in Fine Arts from a recognized University;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;</p> <p>iii) At least three years' professional experience &/or teaching of Graphics/ Animation in a responsible capacity in an Organization or Institution connected with Film or TV Graphics or Training.</p> <p>b) <u>Desirable:</u></p> <p>i) Good knowledge of computer;</p> <p>ii) Good knowledge of Film and TV medium in India and abroad.</p> <p>(Candidates are required to produce evidence of professional work done)</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 prepare & publish 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. • 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.

3	Assistant Professor, Producing for Film & Television	01	Rs.113600/- (Rs.96700/- with accommodation)	Not exceeding 63 years	<p>a) <u>Essential:</u></p> <p>i) Degree from a recognized University or equivalent;</p> <p>ii) Post Graduate Degree or Diploma in Film/ TV Direction/ Production/ Producing and at least 3 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 5 years professional experience in Film/ Tv production and or respective teaching experience in an organization or institution of repute.</p> <p>b) <u>Desirable:</u> Expertise in Film/ TV production including Marketing, Finance and distribution.</p>	Same as SL. No. 2
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GENERAL TERMS & CONDITIONS

Note:-

- (i) All the engagement will be initially for Two years which may be extended subject to reviewing of satisfactory performance.
 - (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) The selected candidate will be required to join on immediate basis.
 - (v) 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.
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- 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/Sd2QG8KspMqM4rgy6> . 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 reach to **Registrar, Satyajit Ray Film & Television Institute, EM Bypass Road, Panchasayar, Kolkata - 700094** within 01.09.2025 (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 : 25.08.2025 (5 PM) and the last date of receiving hard copy of the application form is 01.09.2025 (5 PM)**
 - **With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 25.08.2025**
 - Experience for each post will be counted post education qualifications (degree/diploma/certificate). Supporting document is required.
 - SRFTI strives to have a work force 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