



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./2025-26/010

Date: 25.01.2026

Applications are invited from the citizens of India for the following engagements, **on contract basis**, in FTII, Itanagar & 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)	Dean - FTII, Itanagar	01 (One)	Rs.138072/-	Not exceeding 52 Years	Essential i) Degree of a recognized University or equivalent 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. OR ii) Masters' Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent. iii) 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. OR i) Graduate Degree (preferably in Theatre / Literature / Film Studies) of a recognized University or equivalent. ii) At least ten years' professional experience in Film Direction / Management / Production	Functions, Duties & Powers • Executive In-charge of the Academic programmes; • Ex-officio member of all academic activity-related committees formed by the Governing Council; • Authority to approve academic programmes under intimation to Director; • To function as Controlling Officer of the Academics; • To interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities; • To function as the Member Secretary of the Academic Council; • To ensure holding of Academic Council Meetings at regular interval; • To ensure implementation of the decisions taken in the meeting of the Academic Council after due approval of the Governing Council; • Shall co-ordinate between the academic departments and help to resolve any conflict that may emerge. • Shall be interfacing and networking with outside Institutions for mutually beneficiary exchange programmes, seeking and developing consultancy and research profiles and planning new programmes; • 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.; • Shall hold fortnightly meeting of the faculty members and communicate the minutes of the meetings to Director; • 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

					/ 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. <u>Desirable</u> i) Administrative and / or Managerial experience. ii) Good knowledge of Indian and International cinema and television and latest Technical Developments in the field.	individual faculty, any matter referred to by the Dean or by the Director or by the Academic Council etc.; • Shall draw out an annual calendar of academic and associated activities and its adherence and communicate the same to all concerned including the Director; • Shall ensure formation and proper functioning of Departmental Disciplinary Committee in each department and submit monthly report to the Director; • Shall form Dean's Council and ensure its proper functioning; • Shall ensure prior notification of the programming of curriculum for the calendar year; • 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; • Shall ensure publication of Class Routine and Workshop/Project/Exercise Schedule by the respective Departments with a copy to the Director; • Shall deal general administration, discipline of the academic departments, students' welfare and settlement of disputes/grievances of the students; • Shall assign specific jobs to subordinates in the academic departments, maintain and review Annual Confidential Reports of the faculty members; • Shall issue warning & reprimands to students, where necessary; • Shall ensure timely action on holding of Convocation and award of Diploma to the students; • 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.
2)	Associate Professor (Screen Acting) – FTII Itanagar	01 (One)	Rs.119424/-	Not exceeding 40 years	<u>Essential</u> i) Degree of a recognized University or equivalent ii) Postgraduate Degree or Diploma (at least of two years duration) or equivalent in Acting / Dance / Drama from a recognized University or Institute of repute; iii) At least four years of professional experience in Acting and / or teaching experience in Acting in an Organization or Institution of repute. OR	<u>Functions & Duties</u> • 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;

					i) Masters' Degree (preferably in Theater Literature / Film Studies) from a recognized University or Institute of repute ii) At least six years of professional experience of Acting in an Organization or Institution of repute. OR i) Graduate Degree (preferably in Theater Literature / Film Studies) from a recognized University or Institute of repute; ii) At least eight years of professional experience of Acting in an Organization or Institution of repute. Desirable: i) Post Graduate teaching experience of Acting in an Organization or Institution of repute. ii) Good knowledge of Indian and International animation cinema and television animation and latest Technical Developments in the field.	• 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 syllabi programmes, 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 publication of results; • Shall submit proposals suggested 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;
3)	Asstt. Professor (Cinematography) – SRFTI, Kolkata	01 (One)	Rs.116844/-	Not exceeding 37 years	a) Essential: i) Degree from a recognized University; ii) Post Graduate Degree or Diploma in motion photography or Cinematography in a recognized University or Institute. iii) At least 3 years professional experience as a) Cinematographer and/or teaching experience in motion picture photography or cinematography in a reputed Organization or Institution b) Desirable: i) Working knowledge in computer. ii) Good knowledge of Film and TV media in India abroad..	Functions & Duties • 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 as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.
4)	Asstt. Professor (Direction) – SRFTI, Kolkata	01 (One)	Rs.116844/-	Not exceeding 37 years	b) <u>Essential:</u> i) Degree from a recognized University; ii) Post Graduate Degree or Diploma in Film/ TV Direction/ Production or equivalent from a recognized University or Institute. iii) At least 3 years professional experience as Film Director or Film Production and / or teaching experience in Film Direction or Film Production in reputed organization or Institution. c) <u>Desirable:</u> i) Working knowledge in computer. ii) Good knowledge of Film and TV medium in India abroad..	<u>Functions & Duties</u> • 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. • 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.

5)	Teaching Assistant (Sound-EDM) - SRFTI, Kolkata	01 (One)	Rs. 59000/-	Not exceeding 63 years	a) <u>Essential:</u> i) Degree of a recognized University; 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; b) <u>Desirable:</u> i) 2 years' professional experience (including teaching) as 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. ii) Good knowledge of Indian and International Television/OTT channel Programmes. OR a) <u>Essential:</u> Master Degree in Arts/ Science from recognized university/ institute; b) <u>Desirable:</u> i) 4 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. ii) Good knowledge of Indian and International Television/OTT channel Programmes. OR a) <u>Essential:</u> Degree of a recognized University; b) <u>Desirable:</u> i) 6 years' professional experience (including teaching) in related field in an organization or institution of repute. ii) Good knowledge of Indian and International Television/OTT channel Programmes.	• Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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.
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6)	Cameraman – FTII Itanagar	01 (One)	Rs.78276/--	Not exceeding 30 years	a) Essential: i) Graduate degree of a recognized university. ii) Postgraduate Diploma / Degree in cinematography (with minimum two year duration) from a recognised university or institute of repute. ii) At least one year post qualification experience of Motion Picture Photography / Cinematography / Videography in an organization connected to Television / Film.	Functions & Duties - To take active participation in different practicals, workshop, projects etc.; - To supervise the duty of light /Grips/Camera supporting staffs in various student practicals, workshops and projects as assigned by Lighting Incharge and Camera Incharge; - To supervise the inventory list, condition and position of equipment and accessories of Camera/Light/Grip as made by the Incharge of light and camera; - To supervise the maintenance of various equipment and accessories of Light/Grip/Camera done by the concerned Light/Grip/Camera supporting staff respectively; - To process/supervise the material requisitions of expendable items in Light/Grip/Camera whenever required; - To coordinate with the faculty in planning for new inventories and upgradation of existing ones; - To coordinate with the faculty in preparing class schedules and planning; - To impart instructions and demonstrate handling of equipment in a direct role as per academic requirements; - Shall perform such other duties and functions as assigned to him by the Director /Dean or other senior members of faculty from time to time.
7)	Production Manager – FTII Itanagar	01 (One)	Rs.78276/-	Not exceeding 30 years	a) Essential: i) Degree of a recognised university or institution. ii) Post Graduate Diploma (of at least two years duration) specialisation in Producing or Film and Television / Direction and Screenplay Writing / Direction and Producing or Electronic and Digital Media / Electronic and Digital Media Management / Media Management from a recognized university or	- To organize resources - man/money/machine for Pre-production/Production/ Post production; - To organize permissions and location amenities; - Shall ensure safety/security of the personnel/crews/equipment/Institute's properties; - Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement; - Shall remain responsible for timely completion of projects/assignments within the given parameter; - Shall be responsible for timely submission of complete accounts of the on-account advance drawn

					nstitute of repute. ii) At least three years of professional experience in responsible capacity of managing production, including experience of making arrangements for shooting programmes for film / television / digital media in an organisation or institution of repute, or training in such a manner. b) Desirable: b) Administrative / Managerial experience with knowledge of computerized accounting and finance. c) Knowledge of trends of latest technologies in media and entertainment sector in India and abroad; iii) Good knowledge of computers & Accounts.	for academic projects/exercises and/or for other purposes; Shall perform such other duties and functions as assigned to him by the Director /Dean/Registrar or other senior members of faculty from time to time.
8)	Sound Recordist – FTII Itanagar	01 (One)	Rs.62316/-	Not exceeding 30 years	a) Essential: i) Degree from a recognized university or equivalent. ii) Post Graduate Diploma / Degree (of at least two years duration) from a recognized university or institution of repute in Audiography / Sound Recording / Sound Design or equivalent iii) At least one year's experience in Sound Recording in an organization or institution connected with Sound Recording / training.	Functions & Duties - To render practical teaching in respective subjects of Sound Specialisation and common Course; - Shall conduct other practical classes and training schedules as per departmental requirements; - Shall be responsible for one-to-one student guidance; - Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; - Shall provide technical assistance to students and supervise their technical requirement specially for the projects; - Shall cooperate and assist in practical classes of the students; - Shall ensure preventive maintenance and running condition of the Department's equipments; - Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; - Shall carryout assignment with regard to the admission of the students; - Supervise storekeeping of the department; - Shall function as the Recording Engineer for the SRFTI student projects where there is no student sound Recordist and any other project undertaken by SRFTI - 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.

9)	Senior Projectionist – FTII Itanagar	01 (One)	Rs.62316/-	Not exceeding 30 years	Essential: i) 12th standard (10+2) with science from a recognized Board or equivalent. ii) At least 5 years experience in digital cinema projection work in a commercial cinema, theatre or film production organization	- To provide skilled services as per technical requirement of film projection, analogue AND digital; film shifting/ carriage; - Shall supervise operating cinema projector for various events, seminars etc; - To operate cinema projector, as and when required, for various events; - Preparing/fixing/operating film projection accessories as per Academic requirement of the Institute; - To facilitate technical works required in film projection during events/students' projects while working alongside students under training and shall remain responsible for safety/security of the related equipments; - Shall perform such other duties as may be assigned to him by the seniors.
10)	Cameraman (Still Photography) – FTII Itanagar	01 (One)	Rs.62316/-	Not exceeding 30 years	Essential: i) Degree. of a recognized University; ii) Diploma in Still Photography from a recognized Institution; iii) At least Two years' experience as Photographer in an Organization of repute. Desirable: i) Good knowledge of Digital Photography and Videography; ii) Comprehensive teaching experience (Candidates are required to produce evidence of work done/ experience)	<u>Functions & Duties</u> - Shall take regular practical classes on still photography; - Shall be in charge of still photography Section/laboratory; - Shall be responsible for regular maintenance of still cameras, laboratory equipment/inventory; documentation of institute events and archiving etc.; - Shall be responsible for the safety/security of the equipment and crew/students involved in still photography; - Shall perform such other duties and functions as assigned to him by the Director /Dean or other senior members of faculty from time to time.

11)	Editor – FTII Itanagar	01 (One)	Rs.62316/ -	Not exceeding 30 years	a) Essential: i) Degree from a recognized university or equivalent. ii) Post Graduate Diploma / Degree (of at least two years duration) from a recognized university or institution of repute in Editing / Editing for Electronic and Digital Media. iii) At least one year's experience in Editing in an organization or institution connected with audiovisual editing / training.	To render practical teaching in respective subjects of editing Specialization and common Course; · Shall conduct other practical classes and training schedules as per departmental requirements; · Shall be responsible for one-to-one student guidance; · Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; · Shall provide technical assistance to students and supervise their technical requirement specially for the projects; · Shall cooperate and assist in practical classes of the students; · Shall ensure preventive maintenance and running condition of the Department's equipments; · Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; · Shall carryout assignment with regard to the admission of the students; · Supervise storekeeping of the department; · Shall function as the editor where there is no student editor and any other project. · 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.
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GENERAL TERMS & CONDITIONS

Note:-

- (i) All the engagement will be initially for one year 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 FTII, Itanagar and 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.
- 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/hBhWXoCFdqn3h65v7> . 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. Last date of submitting online application form is **15.02.2026 (5 PM)**
- Print out of the application along with copy of all requisite documents shall have to reach to **The Registrar, Satyajit Ray Film & Television Institute, E.M. Bypass, Panchsayar, Kolkata 700094 within 22.02.2026.**
- 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.
- **With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 15.02.2026.**
- 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