



**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./2025-26/011

Date: 14.02.2026

Applications are invited from the citizens of India for the direct recruitment to the following posts 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:-

S/N	Name of the Post	No. of Post	Reser-vation	Pay Scale (as per 7 <sup>th</sup> CPC)	Age Limit	Required qualification & experience	Functions & Duties
1)	Associate Professor, Screen Play Writing	01 (One)	UR	Level – 11 (Rs.67700-208700)	<p>Not exceeding 42 years</p> <p>[Relaxable upto 47 years in case of exceptionally experienced candidate in the relevant field.]</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p>	<p><b>a) Essential:</b></p> <ul style="list-style-type: none"><li>i) Degree of a recognized University;</li><li>ii) Degree or post graduate Diploma or equivalent in Film Direction/Screenplay Writing from a recognized University or Institution;</li><li>iii) At least eight years' professional experience as a Script Writer for films and/or eight years' experience of teaching script writing for films in an Institution or Organisation of repute</li></ul> <p><b>b) Desirable:</b></p> <ul style="list-style-type: none"><li>i) Teaching experience;</li><li>ii) Good knowledge of Indian/International Cinema.</li></ul> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<p><b>Functions &amp; Duties</b></p> <ul style="list-style-type: none"><li>• Shall implement the syllabus in tune with academic goal of the department;</li><li>• Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;</li><li>• Shall be responsible for designing day-to-day implicational aspects of academics;</li><li>• Shall be especially responsible for regular upgrading and assessment of the students;</li><li>• Shall ensure proper utilization of existing physical &amp; human resources;</li><li>• Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;</li><li>• Shall prepare a roster indicating engagement of all members of Faculty covering core programme;</li><li>• Shall suggest suitable speaker/trainers for specific area of training;</li><li>• Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;</li><li>• Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;</li><li>• Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;</li><li>• Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare</li></ul>

							<p>reports thereon;</p> <ul style="list-style-type: none"> <li>• Shall supervise, co-ordinate and ensure completion of courses on schedule;</li> <li>• Shall make arrangements for holding examination(s);</li> <li>• Shall take necessary follow up action for expeditious publication of results;</li> <li>• Shall submit proposals suggested for inclusion in annual budget;</li> <li>• Shall take effective measures in regard to the Admission of the students;</li> <li>• Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation;</li> <li>• 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;</li> </ul>
2)	Production Assistant	01 (One)	UR	Level – 06  (Rs.35400- 112400)	<p>Not exceeding 32 Years</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>i) Degree of a recognized University or equivalent.</li> <li>ii) At least FIVE years' experience in Film/TV Production in an Organization or Institution connected with Film/TV Production/Training.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>i) Good knowledge of computer and accounts</li> <li>ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production or media management from a recognized University or Institute of repute;</li> </ul> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p>	<ul style="list-style-type: none"> <li>• To assist Production Manager or carry out job on his-behalf at the actual location- location amenities/arrange transport/boarding-lodging;</li> <li>• To manage emergency situation/requirement;</li> <li>• To facilitate technical/shooting works required in studios/workshops/field-locations while working alongside students under training; watch and ward duty in those technical area;</li> <li>• Shall remain responsible for safety/security of the related equipment/fund allotted;</li> <li>• Other works as assigned by the seniors.</li> </ul>

## **GENERAL TERMS & CONDITIONS**

- Interested candidates who fulfill the above requirements shall apply through online application form only. The link to the application form is <https://forms.gle/wNrAZVMDd8DVsT317>. 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 for submitting online application form: 16.03.2026 (upto 5 pm.).** The print out of the filled application (Google response receipt on email) along with copy of all requisite documents shall have to forward to **The Registrar, Satyajit Ray Film & Television Institute, EM Bypass Road, Panchasayar, Kolkata - 700094** within 20.03.2026.
- 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.
- **Last date for submitting application form 16.03.2026 (upto 5 pm.) and the last date of receiving hard copy of the application form is 20.03.2026**
- With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. **16.03.2026**
- Experience for each post will be counted post education qualifications (degree/diploma/certificate) with Supporting documents.
- The **Experience Certificate** must be uploaded in the application form for all posts where experience is a mandatory requirement.
- Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel. However, the candidate may send advance copy of the application to this Institute within last date of receipt of application i.e.16.03.2026.
- Age relaxation will be given to the applicants under SC/ST/OBC/PWD category as per Govt. of India rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of applications i.e. 16.03.2026.
- 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 written examination, trade test and/or interview (as applicable). The decision of the Institute in this regard will be final and binding.

**Registrar**