



**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**

SRFTI/RECTT/2026-27/001

Dated : 10.05.2026

Satyajit Ray Film & Television Institute, Kolkata invites applications from the citizens of India for contractual engagement of suitable candidate in the stated capacity with requisite educational qualifications and experiences mentioned as under:-

S/ N	Name of the Position	Number of Position	Consolidated honorarium per month	Upper age Limit	Required qualifications & experience	Duties & Responsibilities
1)	Consultant (Administration)	One	Rs.50,000/-	Not exceeding 63 years	<p>i) Retired Govt. Servant/ Autonomous /PSU (preferably Group 'A' officials) having at least 5 years working experience in the relevant fields.</p> <p>ii) Having knowledge of rules &amp; regulations of the Govt. of India on the subject of Administration, Establishment and Legal related matters.</p>	<ul style="list-style-type: none"><li>• The Consultant is expected to support on all establishment &amp; legal matters (drafting para-wise comments) of court cases, disciplinary proceedings, grievances &amp; RTI related issues.</li><li>• He/she is expected to have knowledge in recruitment, service related matters, etc., so as to facilitate matters related to DPC/ MACP etc.</li><li>• To maintain liaison with the Govt. Counsel engaged in various court cases to update the Institute about the day-to-day activities of various legal matters.</li><li>• To provide proper advise in various administrative matters as sought for;</li><li>• To finalize the terms &amp; conditions of various tenders and to scrutinize the terms &amp; conditions of different contracts/ agreements;</li><li>• To advise in preparation of reply to audit paras;</li><li>• Other works as assigned by the authority of SRFTI from time to time.</li></ul>

### **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.
  - iv. Services of superannuated 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.
  - vii. The contractual employees / Consultants 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) alongwith 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”** along with a **Demand Draft (non-refundable) of Rs.1200/, drawn in favour of “Satyajit Ray Film & Television Institute”, payable at Kolkata.**
- The envelope containing the application shall be superscribed with the name of Position applied for.
- Last date for submitting application form **24.05.2026**.
- With regard to age limit, the crucial date would be the last date fixed for receipt of applications i.e. **24.05.2026**.
- 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 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 of .....on Contract basis, in SRFTI.**

This has reference to your advertisement published in ..... on ..... in connection with 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.	D.D. Number and Date	
17.	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) Demand Draft of Rs.1200/-

.....  
Signature of the Applicant