



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-0723/9436

Satyajit Ray Film & Television Institute, Kolkata was established by the Government of India as an autonomous educational Institution under the Ministry of Information & Broadcasting in the year 1996. The Institute offers three years Post-Graduate Diploma Course in Direction & Screenplay Writing, Producing for Film & Television, Motion Picture Photography, Editing and Sound Recording & Design and Animation on Cinema.

Applications are invited from the citizens of India for appointment to the following posts by direct recruitment, in Satyajit Ray Film & Television Institute, Kolkata in the following Pay Scale plus other allowances, as admissible, as per Govt. of India Rules:

S/N	Name of the Post	No. of Post	Reser- vation	Scale of Pay (Revised)	Age Limit	Educational & other qualifications required	Duties
01	Professor, Animation	01 (one)	UR	PB-3: Rs.15600- 39100/- GP:Rs.7600/- MGS: Rs.82,425/-	Not exceeding 52 years [Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]	a) <u>Essential:</u> i) Degree from a recognized University/institution; ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute; iii) At least thirteen yearsq professional experience &/OR teaching in the field of Animation in an Organization or Institution engaged with training or production. OR i) Master Degree in FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institution; ii) At least fifteen yearsq professional experience and/or teaching experience of Animation in a responsible capacity in an Organization or Institution OF RELATED FIELD. b) <u>Desirable:</u> i) Administrative or Managerial experience. ii) Expertise in latest technical & curricular development in the field, (Candidates are required to produce evidence of teaching, case studies & portfolio of independent creative samples)	<ul style="list-style-type: none">• Head of the respective Department;• Shall look after the departmental administration;• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;• Shall envision the futuristic structuring of the department;• Shall ensure dynamic teaching through innovative pedagogy;• Shall initiate extra curricular activities - seminars, exchanges, workshops etc;• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;• Shall integrate all the streams of theory and practical training within the respective department;• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;• Shall publish a job chart indicating the allocation of jobs to the staff;• Shall prepare and submit annual performance report of the department to the Dean;• Shall contribute and cooperate in matters of inter-departmental requirements;• Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department;• Shall constitute a Departmental Disciplinary Committee;• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of

							<p>the department regarding gross negligence/misconduct and other such matters;</p> <ul style="list-style-type: none"> • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean. • Shall assist in Admissions • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. • Shall exercise such other powers and 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 from time to time.
02	Production Assistant	01 (one)	UR	<p>PB-2 Rs. 9300-34800 with Grade Pay Rs. 4200/-</p> <p>MGS: Rs.38025/-</p>	<p>Not exceeding 32 Years</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies & 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>Essential:</p> <p>i) Degree of a recognized University or equivalent.</p> <p>ii) At least FIVE years experience in Film/TV Production in an Organization or Institution connected with Film/TV Production/Training.</p> <p>Desirable:</p> <p>i) Good knowledge of computer and accounts</p> <p>ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production or media management from a recognized University or Institute of repute;</p> <p>(Candidates are required to produce evidence of work done/ experience)</p>	<ul style="list-style-type: none"> • To assist Production Manager or carry out job on his-behalf at the actual location- location amenities/arrange transport/boarding-lodging; • To manage emergency situation/requirement; • 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; • Shall remain responsible for safety/security of the related equipment/fund allotted; • Other works as assigned by the seniors.

- **UR – Unreserved**
- **PB, GP & MGS stand for ‘Pay Band’, ‘Grade Pay’ & ‘Minimum Gross Salary (with HRA & TA)’, respectively.**

Interested candidates who fulfill the above requirements may send their neatly typed application on plain paper as per the following format with the self-attested copies of certificate of proof of age, qualifications, caste, experience etc. and two copies of recent passport size photographs, addressed to **The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**”, along with a Demand Draft (**non-refundable**) of Rs. 200/- drawn in favour of **Satyajit Ray Film & Television Institute**”, payable at **Kolkata**. The following categories of applicants

are, however, exempted from payment of application fees as per extant practice of GOI - SC, ST, PH, female. The applicant may send the application **by ordinary post or may drop** in the application box located in Admn. Block of this Institute, **within 30 days from the date of publication in the Employment News.**

The envelope shall be superscribed with the name of the post applied for.

Interested candidates applying for more than one post, have to submit separate application (along with separate Demand Draft) for each post.

Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.

Age relaxation will be given to applicants of reserved categories (SC/ST/OBC) as per Govt. of India's rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. **30 days from the date of publication in the Employment News.**

No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.

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.

(Note: ADVERTISEMENT PUBLISHED IN THE EMPLOYMENT NEWS ON 22.10.2016)

Format for application by Direct Recruitment

The Director,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata . 700 094

Sir,

Sub: **Application for the post of _____ by Direct Recruitment, in SRFTI.**

This has reference to your advertisement published in _____ on _____. in connection with recruitment to the post of _____ in Satyajit Ray Film & Television Institute, Kolkata, by Direct Recruitment.

2. I would like to apply for the post of _____ in Satyajit Ray Film & Television Institute, Kolkata, by Direct Recruitment. 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 last date of receipt of application	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Telephone No.	
14.	E-mail ID	
15.	Present Occupation, if any	
16.	Other Information, if any	
17.	Demand Draft No., Date and Amount	

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.200/-

Signature of the Applicant