



**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**

Applications are invited from the citizens of India for the following engagements, on contract basis, in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualifications and experience is as under:-

S/ N	Name of the Position	No. of Position	Consolidated honarium per month	Age Limit	Required qualification & experience	Duties
01	Professor (Producing for Electronic & Digital Media)	01 (One)	Rs.79,355/-	Not exceeding 52 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film or TV Direction/ Production from a recognized University or Institute;</p> <p>iii) At least thirteen years professional experience as Film/TV Director/Producer and/or teaching experience in Film/TV Direction/Production in reputed organization or institution.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree from a recognized University / Institute;</p> <p>ii) At least fifteen years professional experience as Film/TV Director/Producer and/or teaching experience in Film/TV Direction/Production in reputed organization or institution.</p> <p><b>b) Desirable:</b></p> <p>i) Good knowledge of Indian and International Television Programme.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"><li>• Head of the respective Department;</li><li>• Shall look after the departmental administration;</li><li>• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</li><li>• Shall envision the futuristic structuring of the department;</li><li>• Shall ensure dynamic teaching through innovative pedagogy;</li><li>• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;</li><li>• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li><li>• Shall integrate all the streams of theory and practical training within the respective department;</li><li>• Shall convene and preside over departmental faculty meeting at least once every month;</li><li>• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li><li>• Shall publish a job chart indicating the allocation of jobs to the staff;</li><li>• Shall prepare and submit annual performance report of the department to the Dean;</li><li>• Shall contribute and cooperate in matters of inter-departmental requirements;</li><li>• 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;</li><li>• Shall constitute a Departmental Disciplinary Committee;</li><li>• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;</li><li>• Shall be accountable for the entire working of the department;</li><li>• Shall ensure completion of courses on schedule;</li><li>• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean;</li><li>• Shall ensure effective measures in regard to the Admission of the students;</li><li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute;</li><li>• Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.</li></ul>

02	Professor (Editing for Electronic & Digital Media a)	01 (One)	Rs.79,355/-	Not exceeding 52 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film/ Television Editing from a recognized University or Institute;</p> <p>iii) At least thirteen years professional experience and/or teaching experience in the field of digital Editing in an organization or Institution of repute.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree from a recognized University / Institute;</p> <p>ii) At least fifteen years professional experience and/or teaching experience in the field of digital Editing in an organization or Institution of repute.</p> <p><b>b) Desirable:</b></p> <p>i) Good knowledge of Indian and International Television Programme.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li>• Head of the respective Department;</li> <li>• Shall look after the departmental administration;</li> <li>• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</li> <li>• Shall envision the futuristic structuring of the department;</li> <li>• Shall ensure dynamic teaching through innovative pedagogy;</li> <li>• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;</li> <li>• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li> <li>• Shall integrate all the streams of theory and practical training within the respective department;</li> <li>• Shall convene and preside over departmental faculty meeting at least once every month;</li> <li>• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li> <li>• Shall publish a job chart indicating the allocation of jobs to the staff;</li> <li>• Shall prepare and submit annual performance report of the department to the Dean;</li> <li>• Shall contribute and cooperate in matters of inter-departmental requirements;</li> <li>• 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;</li> <li>• Shall constitute a Departmental Disciplinary Committee;</li> <li>• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;</li> <li>• Shall be accountable for the entire working of the department;</li> <li>• Shall ensure completion of courses on schedule;</li> <li>• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean;</li> <li>• Shall ensure effective measures in regard to the Admission of the students;</li> <li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute;</li> <li>• Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.</li> </ul>
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03	Professor for (Sound Electronic & Digital Media)	01 (One)	Rs.79,355/-	Not exceeding 52 years Preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Sound Recording and or Sound Engineering/ Sound Designing/ Audiography from a recognized University or Institute;</p> <p>iii) At least thirteen years professional experience and/or teaching experience 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.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in Science from a recognized University / Institute;</p> <p>ii) At least fifteen years professional experience and/or teaching experience 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.</p> <p><b>b) Desirable:</b></p> <p>i) Good knowledge of Indian and International Television Programme.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li>• Head of the respective Department;</li> <li>• Shall look after the departmental administration;</li> <li>• Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</li> <li>• Shall envision the futuristic structuring of the department;</li> <li>• Shall ensure dynamic teaching through innovative pedagogy;</li> <li>• Shall initiate extra curricular activities-seminars, exchanges, workshops etc;</li> <li>• Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li> <li>• Shall integrate all the streams of theory and practical training within the respective department;</li> <li>• Shall convene and preside over departmental faculty meeting at least once every month;</li> <li>• Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li> <li>• Shall publish a job chart indicating the allocation of jobs to the staff;</li> <li>• Shall prepare and submit annual performance report of the department to the Dean;</li> <li>• Shall contribute and cooperate in matters of inter-departmental requirements;</li> <li>• 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;</li> <li>• Shall constitute a Departmental Disciplinary Committee;</li> <li>• Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters;</li> <li>• Shall be accountable for the entire working of the department;</li> <li>• Shall ensure completion of courses on schedule;</li> <li>• Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean;</li> <li>• Shall ensure effective measures in regard to the Admission of the students;</li> <li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute;</li> <li>• Shall perform such other duties and functions as assigned to him by the Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman, Director, Dean and other authorities from time to time.</li> </ul>
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04	Assistant Professor (Videography for Electronic & Digital Media)	01 (One)	Rs.56,490 /-	37 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Motion Picture Photography/ Videography or Cinematography from a recognized University or Institute;</p> <p>iii) At least three years professional experience as Cinematographer/ Videographer and/or teaching experience in cinematography/ videography in television imaging in an organization or institution of repute.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in Arts/ Science from recognized university/ institute;</p> <p>ii) At least Five years professional experience as Cinematographer/ Videographer and/or teaching experience in cinematography/ videography in television imaging in an organization or institution of repute.</p> <p><b>b) Desirable:</b></p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV practices AND new emerging Digital/ Electronic Media, as applicable;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</li> <li>• Shall be responsible for one-to-one student guidance;</li> <li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li>• Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</li> <li>• Shall conduct examination(s) and perform related work in any examination;</li> <li>• Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li>• Shall undertake internal assessment of students;</li> <li>• Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li>• Shall prepare result and undertake related jobs;</li> <li>• Shall perform the duties with regard to the admission of the students;</li> <li>• Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li>• Shall supervise projects and report to HOD.</li> <li>• 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.</li> </ul>
05	Assistant Professor (Writing for Electronic & Digital Media)	01 (One)	Rs.56,490 /-	37 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film/ Television Production/ Direction/ Screenplay Writing from a recognized University or Institution;</p> <p>iii) At least three years professional experience as a Script Writer for Television and/or teaching experience in script writing for Television in an Institution or Organisation of repute.</p> <p style="text-align: center;">OR</p> <p>i) Master degree in theatre/ Literature/ Film Studies/ Television Production/ Film Direction/ Screenplay writing from a recognized University/ Institute.</p> <p>ii) At least five years professional experience as Television Director/ Producer/ Writer.</p> <p><b>b) Desirable:</b></p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV practices AND new emerging Digital/ Electronic Media, as applicable;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</li> <li>• Shall be responsible for one-to-one student guidance;</li> <li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li>• Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</li> <li>• Shall conduct examination(s) and perform related work in any examination;</li> <li>• Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li>• Shall undertake internal assessment of students;</li> <li>• Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li>• Shall prepare result and undertake related jobs;</li> <li>• Shall perform the duties with regard to the admission of the students;</li> <li>• Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li>• Shall supervise projects and report to HOD.</li> <li>• 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.</li> </ul>

06	Assistant Professor (Electronic & Digital Media Management)	01 (One)	Rs.56,490 /-	37 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma in Film or Television from FTII/SRFTI or equivalent;</p> <p>iii) At least three years professional experience and/or teaching experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree in Mass Communication or equivalent from a recognized university.</p> <p>ii) At least five years professional experience and/or teaching experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p><b>b) Desirable:</b></p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV practices AND new emerging Digital/ Electronic Media, as applicable;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</li> <li>• Shall be responsible for one-to-one student guidance;</li> <li>• Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li>• Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</li> <li>• Shall conduct examination(s) and perform related work in any examination;</li> <li>• Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li>• Shall undertake internal assessment of students;</li> <li>• Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li>• Shall prepare result and undertake related jobs;</li> <li>• Shall perform the duties with regard to the admission of the students;</li> <li>• Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li>• Shall supervise projects and report to HOD.</li> <li>• 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.</li> </ul>
07	Broadcast Engineer	01 (One)	Rs.56,490 /-	37 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree in Engineering of a recognized University in Electronics/ Electrical/ Telecommunication or equivalent.</p> <p>ii) At least four years experience in Digital or Electronic media production or equivalent.</p> <p><b>b) Desirable:</b></p> <p>i) Experience in signal routing of professional equipment in the field of Television/ Radio.</p> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p>	<ul style="list-style-type: none"> <li>• To look after the Electronic &amp; Digital Production related job of different high-end equipment;</li> <li>• To look after the signal routing, aligning, calibrating, testing of Electronic &amp; Digital equipment of Television wing.</li> <li>• Shall adhere to statutory requirements in respect of maintenance of all Equipment and Machineries of Television wing;</li> <li>• To ensure Annual Maintenance Contract (AMC) of the respective Equipment of the Television-Departments;</li> <li>• Monitoring, Assessment and Supervision of the maintenance/service carried out by different specialized firms/service providers of different high-end digital electronics equipment and all other Equipment under AMC;</li> <li>• To carryout preventive maintenance of equipment/electrical gadgets for smooth functioning of the academics;</li> <li>• To design circuits/measures for repairing costly equipment as per requirement;</li> <li>• To offer technical expertise during the process of selection/procurement of sophisticated equipment and specialized servicing agents/personnel;</li> <li>• Shall maintain co-ordination with the Purchase, Accounts and Administration Departments of the Institute for smooth functioning of the Television wing;</li> <li>• Shall perform such other duties and functions as assigned to him/her by the Director/ Dean/ Registrar or other senior officers from time to time.</li> </ul>

08	Production Manager	01 (One)	Rs.46,107/-	32 years preferably	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University or equivalent;</p> <p>ii) POST GRADUATE Diploma or equivalent in Film or Television Direction/Production;</p> <p>iii) At least two years professional experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p style="text-align: center;">OR</p> <p>i) Degree in media management or mass communication from a recognized University or equivalent;</p> <p>ii) At least four years professional experience in a responsible capacity in a TV Production Organisation of repute including experience of making arrangements for TV Shooting Programmes.</p> <p><b>b) Desirable:</b></p> <p>i) Administrative/Managerial experience;</p> <p>ii) Good knowledge of Indian and International Cinema;</p> <p>iii) Good knowledge of computer and accounts</p> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p>	<ul style="list-style-type: none"> <li>• To organize resources - man/money/machine for Pre-production/Production/ Post production;</li> <li>• To organize permissions and location amenities;</li> <li>• Shall ensure safety/security of the personnel/crews/equipment/Institute's properties;</li> <li>• Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement;</li> <li>• Shall remain responsible for timely completion of projects/assignments within the given parameter;</li> <li>• Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes;</li> <li>• 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.</li> </ul>
09	Electrician	02 (Two)	Rs.20,794/-	27 years preferably	<p><b>a) Essential:</b></p> <p>i) Matriculation of a recognized Board, or equivalent, or ITI (Electrical) passed</p> <p>ii) Must possess a License from the Competent Authority to work in 03 phase 440 volt electric line;</p> <p>iii) At least FOUR years experience as an Electrician in an Industrial Undertaking or institute of repute preferably related with film &amp; TV production works.</p> <p><b>(Candidates are required to produce evidence of work done)</b></p>	<ul style="list-style-type: none"> <li>• To provide skilled assistance to technical requirement of Set lighting and shifting/fixing lights;</li> <li>• Operating shooting related electrical lights/accessories;</li> <li>• Day-to-day care/maintenance of shooting-lights;</li> <li>• To facilitate technical works required in studios/workshops/shootings while working alongside students under training;</li> <li>• Watch and ward duty in the above technical areas and shall remain responsible for safety/security of the related equipment;</li> <li>• Other works allotted by the seniors.</li> </ul>

Note:-

- (i) The engagement will be on contract basis initially for one year.
- (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) The selected candidate will be required to join on immediate basis.

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/- Group-A and B & Rs.100/- for Group-C, 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 speed post or may drop** in the application box located in Admn. Block of this Institute, **latest by 16.11.2017**.

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

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

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

With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. 16.11.2017.

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.

Registrar

**Format for application**

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

Sir,

Sub: **Application for engagement of \_\_\_\_\_ on Contract basis in SRFTI, Kolkata.**

This has reference to your advertisement published in \_\_\_\_\_ . on \_\_\_\_\_ . in connection with engagement of \_\_\_\_\_ in Satyajit Ray Film & Television Institute, Kolkata on contract basis.

2. I would like to apply for 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 16.11.2017	
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.	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.

\_\_\_\_\_  
Signature of the Applicant