



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, Sound Recording & Design and Animation on cinema and other courses on Television. Applications are invited from the citizens of India for the recruitment to the following posts in Satyajit Ray Film & Television Institute, Kolkata. Required educational qualification and experience is as under:-

S/ N	Name of the Position	No. of Position	Reservation	Pay Scale (as per 7 th CPC)	Age Limit	Required qualification & experience	Duties
MODE OF RECRUITMENT : DIRECT							
01	Assistant Professor, (Sound Recording & Design)	01 (one)	UR	Level-10	37 years Relaxable upto 42 years in case of exceptional candidates [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 & Public Sector Enterprises] [Upper age limit is not applicable for regular employees of SRFTI] [For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Sound Recording from a recognized University or Institute;</p> <p>iii) At least three years professional experience as Sound Recordist in film/TV and/or teaching experience in Sound Recording in reputed organization or institution</p> <p>b) Desirable</p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • 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.

General Terms & Conditions for direct recruitment:-

- ❖ 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. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. 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 of publication of the advertisement (i.e. 18.02.2019)**.
- ❖ The envelope shall be superscribed with the name of the post applied for.
- ❖ Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel.
- ❖ Age relaxation will be given to the applicants under SC/ST/OBC 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 application i.e. **18.02.2019**.
- ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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.

S/ N	Name of the Position	Pay Scale (as per 7 th CPC)	No. of Position	Age Limit	Required qualification & experience	Duties
MODE OF RECRUITMENT : DEPUTATION						
02	Administrative Officer-cum-Security/Estate Manager	Pay Level-7	01 (one)	The maximum age limit for appointment by transfer/ deputation shall be not exceeding 56 years, as on the closing date of receipt of application.	<p>Officers under the Central/State Governments or central Autonomous organizations holding analogous post.</p> <p style="text-align: center;">OR</p> <p>with at least 5 years regular service in the grade pay of Rs.4200/-, having essential educational and other qualifications as follows:</p> <p>(i) Degree of a recognized University or equivalent.</p> <p>(ii) Must have experience in administration, establishment work in a supervisory capacity and dealing Security matters in a Government Office or a Public body or an Autonomous Organization.</p> <p>(iii) Working Knowledge of Computer operation</p> <p>Desirable: Knowledge of Government Rules and Regulations.</p>	<ul style="list-style-type: none"> • Administrating the institute, monitoring, and day-to-day functioning of the institute; • Shall advise the appropriate Authorities of the Institute on all matters of policy and administration; • Shall scrutinize proposals for expansion of administrative staff & etc.; • Shall coordinate activities of various units of the Institute; • Shall ensure initiation of the disciplinary action to be taken against staff as per laid down Rules & Regulations and implement policy decisions in the matter of administration; • To implement policies of the Institute; • Shall organize and control all work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the staff posted in Admn. Section and look after discipline, administrative matters including Leave cases, insubordination, arrangement of office accommodation, furniture, office equipments etc.; • Shall prepare briefs of important administrative matters and Parliament questions, and attend departmental meetings; • To initiate timely action for writing Annual Confidential Reports of all eligible officials; • Shall plan, control and supervise security arrangement of individual plants, establishments, buildings, men, materials and other movable and immovable property against fire, thefts, pilferage, unauthorized entry and personnel hazards to check works and administrative buildings, unauthorized entry of men and passage of material; • To enquire into complaints of unauthorized entry of men and material and cases of theft etc. and report the matter to police for further action; • To supervise the security personnel on duty and maintain discipline amongst security personnel; • To co-ordinate fire-fighting personnel in case of fire, if necessary; • To ensure future planning ó rain water harvesting/ renewable energy/ energy economy-management; waste management; water treatment/drinking water; • To supervise the work of Supervisor ó Civil & Electrical, Estate Manager and ensure regular civil/electrical maintenance job in the Institute including water supply; • To co-ordinate with CCW-Electrical & Civil regarding the regular civil/electrical maintenance job in the entire Institute; • To supervise the work of Hostel Caretaker; • To supervise the work of Security Incharge; • To supervise the work of Caretaker; • Shall perform such other duties and functions as assigned by the Service Bye-Laws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Director /Registrar and other senior officers from time to time.

General terms & conditions for the post under deputation:-

- ❖ The period of deputation is initially for 02 years which may be extended or shortened.
- ❖ Employees of Central Government/ State Government/ Autonomous Bodies/ Statutory Organisations and Semi- Government Organisations should submit their applications through proper channel. Applications not routed through proper channel and reached after the prescribed time limit, will not be entertained.
- ❖ The application should be contained information in the given proforma with self attested copies of supporting documents.
- ❖ The application should be forwarded by parent Department with the Undertaking that the officers in the event of their selection will be immediately relieved. The applications should also contain certified copies of ACRs/APARs for the last five years, Integrity Certificate, Vigilance Clearance and also a Certificate to the effect that no major/minor penalty was imposed on the officer during the last 10 years. However, advance copy will be accepted.
- ❖ The applications in the prescribed proforma duly filled in along with relevant details may be sent to **“The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094”**. The envelope should be superscribed with the name of the post applied for and reach SRFTI, Kolkata within 30 days from the date of publication of this advertisement along with a Demand Draft (**non-refundable**) of Rs.200/-, drawn in favour of **“Satyajit Ray Film & Television Institute”**, payable at Kolkata. However, the following categories of applicants are exempted from payment of application fees as per extant practice of GOI - SC, ST, PH & female candidates. 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 of publication of the advertisement (i.e. 18.02.2019)**.
- ❖ With regard to upper age limits, the crucial date would be the last date fixed for receipt of application i.e. **18.02.2019**.
- ❖ 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 or interview (as applicable). Since, it is not possible to call all the eligible candidates for trade test 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.

Format for application for 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 recruitment to the post of Assistant Professor (Sound Recording & Design) under direct recruitment basis, 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, under direct recruitment basis.

2. I would like to apply for the post of _____ in Satyajit Ray Film & Television Institute, Kolkata, under direct recruitment 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 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.	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

12. Please state whether working under the Central Govt./State Govt./Central Autonomous bodies:

13. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicated the pre-revised scale and revised scale:

14. Total emoluments per month now drawn:
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet if the space is in sufficient:

16. Whether belongs to SC/ST/OBC:
17. Complete official address of the candidate including telephone number:

18. Demand draft No., Date and amount:

Date:

Signature of the applicant

CERTIFICATE

(To be filled by the Authority forwarding the application)

1. Certified that the particulars furnished by the applicant have been checked from available records and found to be correct.
2. Certified that the candidate is eligible for the post as per condition mentioned in the circular.
3. Certified also that no vigilance case is either pending or being contemplated against the applicant. Integrity of the applicant is certified.
4. Photocopies of up to C.R. Dossier of the officer for the last 5 years, duly attested, are enclosed.

Signatureí í í í í í í í í í í í í í ..

Name & Designation of the Forwarding officer with sealí í í í í í í í í í í í í í ..