



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 Electronic & Digital Media. Applications are invited from retired officials of Central Govt./ State Govt./ Autonomous bodies of India for engagement of the following post in Satyajit Ray Film & Television Institute, Kolkata on **Contract**. Required educational qualification and experience is as under:-

S/ N	Name of the Position	No. of Position	Consolidated honorarium per month	Upper age Limit	Required qualification & experience	Duties
01	Consultant (Administration)	One	50,000/-	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 & regulations of the Govt. of India on the subject of Administration, Establishment and Legal related matters.</p>	<ul style="list-style-type: none">• The Consultant is expected to support on all establishment & legal matters (drafting para-wise comments) of court cases, disciplinary proceedings, grievances & RTI related issues.• He/she is expected to have knowledge in recruitment, service related matters, etc., so as to facilitate matters related to DPC/ MACP etc.• 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.• To provide proper advise in various administrative matters as sought for;• To finalize the terms & conditions of various tenders and to scrutinize the terms & conditions of different contracts/ agreements;• To advise in preparation of reply to audit paras;• Other works as assigned by the authority of SRFTI from time to time.
02	Consultant, Civil	One	50,000/-	63 years	<p>i. Degree/Diploma in Civil Engineering</p> <p>ii. Must have retired from Central Govt./ State Govt./ Autonomous bodies/PSU, after rendering at least 2 years service as Executive Engineer.</p>	<ul style="list-style-type: none">• The Consultant would be engaged mainly at the NEFTI campus as well as temporary campus at Itanagar to oversee the Civil construction work at the campus so that the work entrusted can be completed within the stipulated time schedule and as per approved specification.• To verify bills submitted by the CPWD before payment.• To coordinate with CPWD and other local officials of the State.• Other works as assigned by SRFTI, Kolkata from time to

						time.
03	Consultant , Electrical	One	50,000/-	63 years	i. Degree/Diploma in Electrical Engineering ii. Must have retired from Central Govt./ State Govt./ Autonomous bodies/PSU, after rendering at least 2 years service as Executive Engineer.	<ul style="list-style-type: none"> The Consultant would be engaged mainly at the NEFTI campus as well as temporary campus at Itanagar to oversee both the Electrical work at the campus so that the work entrusted can be completed within the stipulated time schedule and as per approved specification. To verify bills submitted by the CPWD before payment. To coordinate with CPWD and other local officials of the State. Other works as assigned by SRFTI, Kolkata from time to time.
04	Consultant (Official Language & Communication)	One	50,000/-	63 years	i. Retired Govt. Servant (preferably Group 'A' officials) Autonomous/ PSU of Govt. of India having post graduate degree/ diploma with at least 5 years working experience in the relevant fields. ii. Having knowledge of Official Language Act & Rules as followed by the Dept. of Official Language, Govt. of India on Official Language. He/she should have at least 5 years of working experience in the specific field of administration.	<ul style="list-style-type: none"> ➤ He/she is expected to have sound knowledge of Act & Rules of Official Language. Supervision of Official Language work under Official Language Act; Shall collect information from various offices about the progressive increase in the use of Official Language He must have adequate knowledge of preparation of questionnaire during inspection of Parliamentary Committee on Official Language. To ensure timely conduction of Official Language Workshop, Official Language Pakhwada and other activities related to Rajbhasha from time to time. To attend meeting of Official Language Implementation Committee. Shall ensure Implementation of Rajbhasha (Official Language Act); To translate written or printed material from one language to one or more languages; To implement various orders/schemes issued by Department of Official Language, Govt. of India from time to time to encourage the employees to enhance the official works in Official Language in the Institute. To ensure training programmes of Official Language (Prabodh, Praveen, Pragna, Parangat, etc) for the employees to enhance the working knowledge on Official Language in the Institute. To scrutinise reports, publications, journals, court judgments, rules and other documents written or printed in one language and translate them into required languages; To ensure timely submission of various reports on Official Language; Translation of Annual Report, Citizens' Charter, Prospectus and other publications; Dealing matters on RTI on Official Language;

						<ul style="list-style-type: none"> Other works as assigned by the authority of SRFTI from time to time.
05	Outreach Officer	One	50,000/-	63 years	<p>'MBA' OR 'Masters Degree or equivalent' in Film studies / Mass communication / Communication / Journalism OR Diploma from 'FTII / SRFTI or equivalent' with 03 years of experience in the field of outreach / International Relations / Advocacy related to the job profile.</p> <p>OR</p> <p>'BBA' OR 'Degree or equivalent' in the Film studies / Mass Communication / Journalism and 01 year certificate course from 'FTII / SRFTI or equivalent' with 04 years of experience in the field of outreach/ International Relations/ Advocacy related to the job profile.</p> <p>OR</p> <p>'BBA' OR 'Degree or equivalent' in Film studies / Mass Communication / Communication / Journalism with 05 years experience in the field of outreach / International Relations / Advocacy related to the job profile.</p> <p>(b) Desirable</p> <p>i) Strong verbal & written communication skills in English & Official Language with pleasing personality.</p> <p>ii) Knowledge of Indian & International Cinema & TV broadcasting.</p>	<ul style="list-style-type: none"> Co-ordination and Liasioning with Film and TV Schools in India and Abroad. Liasioning with National / International organizations / Institutions / Industry Individuals MOU. Work related to exchange programs, exchange of teaching resources, co-production and research. Liasioning with Central / State Govt. Offices, Corporate Offices, NGO's etc. for all activities of the Institute. Assisting authorities in organizing events, seminars, workshops, exhibitions, etc. Managing all short courses which are a part of skill development Students placement cell.- All coordination related to placement cell Creation and continuous updating of lists of probable/prospective organisations/Individuals for the recruitment of students through the Placement Cell. To work as a liaison officer between such probable /prospective Organisations/Individuals for placement of students through the Placement Cell Creation of an exhaustive database of alumni profiles to be uploaded on the SRFTI website Regular updating of such database and all coordination with the alumni regarding the same To organise and manage screening of student films across the country All coordination regarding the advisory committees for Film Festivals and Placement Management of paid and non-paid publicity of the Institute across the media platforms; print, TV and digital media. Preparation of press notes / press releases and content for publicity. Skill development. Management of all matters related to commissioned projects (non-student) of SRFTI. To work as a liaison for business development Coordination of all matters related to publication

Satyajit Ray Film & Television Institute, Kolkata intends to engage services of Consultant (Legal) for providing support and advise on various legal issues. Applications are invited from the interested Advocates/Legal firms for **empanelment** at SRFTI, Kolkata

06	Lawyer/Legal Firm For empanelment	--	Payment will be decided on case to case basis	--	<p>i. The Advocate/firm should be Kolkata based. The advocate should have a Bachelor Degree from an accredited/ recognized college/University in Law and is registered with Bar Council of Hon'ble High Court and Central Administrative Tribunal, Kolkata Bench.</p> <p>ii. He/she should have experience of handling Government related cases at High Court/ Supreme Court/ Central Administrative Tribunal.</p>	<ul style="list-style-type: none"> • The Advocate would need to provide legal advice including all aspects of analysis assists in drafting legal opinions, memorandum and other briefing documents. • He/she would be responsible to providing advice to the organization on legal issues referred and formulating the best possible legal solutions. • He/she should be able to provide legal assistance while dealing with legal tasks, litigations, contracts, dispute resolution and guide the Institute.
----	-----------------------------------	----	---	----	--	--

General Terms & Conditions:-

- i. The Govt.(Central or State)/ autonomous/ PSU employees who will be retiring within three months may also apply for the position subject to fulfillment of requisite qualification and experience.
 - ii. 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.
 - iii. The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
 - iv. The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
 - v. Services of superannuated faculty or 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.
 - vi. The selected candidate will be required to join on immediate basis.
 - vii. 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.
 - viii. The hired contract employee would be entitled for 2 & ½ days leave per completed month (30 days). However, such leave can be accumulated only up to the hired and to be consumed within the said hired period. Thereafter, the said leave will lapse automatically. There will no leave encashment for the said leave. This leave will be in addition to the gazette holidays, Saturdays and Sundays.
 - ix. Leave cannot be claimed as a right. The sanctioning authority for granting the leave will be Director/Deans but only on the recommendation of the concerned Head of the Department. Discretion to refuse or revoke leave is reserved with the Director.
- 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 Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094"**.
- The envelope containing the application shall be superscribed with the name of engagement applied for.
- Interested candidates applying for more than one post should pay fee separately for each post.
- Last date for submitting application form 12.12.2022, 5.00 pm.
- With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 12.12.2022.
- 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.
- For any query, please contact in 033-2432-9300/8355/8356 or mail with office.admin@srfti.ac.in.
- 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 Director,
Satyajit Ray Film & Television Institute,
E. M. By Pass Road,
P.O. Panchasayar,
Kolkata – 700 094

Sir,

Sub: **Application for the engagement ofon Contract basis, in SRFTI.**

This has reference to your advertisement published in on in connection with recruitment to 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.	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

.....
Signature of the Applicant