



**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 honorarium per month	Age Limit	Required qualification & experience	Duties
01	Professor (Cinema-tography for EDM)	01	Rs.155200/-  (Rs.131500/- with accommodation)	Not exceeding 63 years.	<p><b>a) Essential:</b></p> <p>i) Degree of are recognized University;</p> <p>ii) Degree or post graduate Diploma (at least two years) in Motion Picture Photography/Cinematography or</p> <p>iii) At least 8 years' professional experience (including teaching) as Cinematographer/ Videographer in reputed organizations/institution.</p> <p><b>OR</b></p> <p>i) Master degree in from a recognized University/ Institute;</p> <p>ii) At least ten years' professional experience (including teaching) as Cinematographer/ Videographer in organizations or institutions of repute.</p> <p><b>OR</b></p> <p>i) Degree of a recognized University; At least 12years professional experience (including teaching) in responsible capacity in a reputed organization / Institute of repute.</p> <p><b>b) Desirable:</b></p> <p>i) Experience in administrative / managerial and / or teaching in a responsible capacity in an organization or Institution of repute. Good knowledge of Indian and International Television/OTT Channel Programme.</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 the ory 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 guide line for smooth functioning of the department without</li></ul>

						<p>interfering with other departments, in consultation with Dean;</p> <ul style="list-style-type: none"> <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 (Writing for EDM)	01	Rs.155200/-  (Rs.131500/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for two years) in Film/Television Direction/Screenplay Writing / Writing for EDM from a recognized University or Institution;</p> <p>iii) At least eight years' professional experience (including teaching) as a Script Writer/Creative Director for Television/OTT in a reputed Institution/ Organisation of repute.</p> <p style="text-align: center;"><b>OR</b></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 ten years' professional experience (including teaching) as Television/OTT channel Director /Producer / Writer in a reputed Organization or Institution.</p> <p style="text-align: center;"><b>OR</b></p> <p>i) Degree of a recognized University; At least 12 years professional experience (including teaching) as Television / OTT channel Director/ Producer / Writer in a reputed Organization or Institution.</p> <p><b>b) <u>Desirable:</u></b></p> <p>I Good knowledge of Indian and International Television/OTT channel programme.</p>	SAME AS SL. NO. 1

03	Professor (Direction & Producing for Electronic & Digital Media)	01 (One)	Rs.155200/-  (Rs.131500/- with accommodation)	Not exceeding 63 years.	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for 2 years) in Film or TV Direction/Producing from a recognized University or Institute;</p> <p>iii) At least 8 years' professional experience (including teaching) as Film/TV Director/Producer in Film/TV Direction/Producing 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 10 years' professional experience (including teaching) as Film / TV Director/ Producer in Film / TV Direction/Production in reputed organization or institution.</p> <p style="text-align: center;">OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 12 years professional experience (including teaching) in responsible capacity in a reputed organization / Institute of repute.</p> <p><b>b) Desirable:</b></p> <p>i) Experience in administrative / managerial and / or teaching in a responsible capacity in an organization or Institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT Channel Programme.</p>	SAME AS SL. NO. 1
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04	Professor (Editing for Electronic & Digital Media)	01 (One)	Rs.155200/-  (Rs.131500/- with accommodation)	Not exceeding 63 years.	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for 2 years) in Film / Television Editing from a recognized University or Institute;</p> <p>iii) At least 8 years' professional experience (including teaching) 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 10 years' professional experience (including teaching) in the field of digital Editing in an organization or Institution of repute.</p> <p style="text-align: center;">OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 12 years professional experience (including teaching) in responsible capacity in a reputed organization / Institute of repute.</p> <p><b>b) Desirable:</b></p> <p>i) Experience in administrative / managerial and / or teaching in a responsible capacity in an organization or Institution of repute.</p> <p>ii) Good knowledge of Indian and International Television/OTT Channel Programme.</p>	SAME AS SL. NO. 1
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05	Professor (Electronic & Digital Media Management)	01	Rs.155200/-  (Rs.131500/- with accommodation)	Not exceeding 63 years.	<p>a) <b><u>Essential:</u></b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Diploma (atleast of two years duration) in Electronic &amp; Digital Media Management or Producing for Film and Television / Direction/Editing / Sound / Cinematography/Media Management;</p> <p>iii) At least eight years' professional experience (including teaching)in responsible capacity in a reputed organization / Institute.</p> <p>OR</p> <p>i) Master Degree in Mass Communication / Journalism / Media Management from a recognized University/Institute;</p> <p>ii) At least 10 years' professional experience (including teaching) in responsible capacity in a reputed organization / Institute.</p> <p>OR</p> <p>i) Degree of a recognized University;</p> <p>i) At least 12 years professional experience (including teaching) in responsible capacity in a reputed organization / Institute of repute.</p> <p><b>b) <u>Desirable:</u></b></p> <p>i) Good knowledge of Indian and International Television/OTT Channel programme.</p>	SAME AS SL. NO. 1
06	Professor, Direction & Screen Play Writing	01	Rs.155200/-  (Rs.131500/- with accommodation)	Not exceeding 63 years.	<p>a) <b><u>Essential:</u></b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or POST GRADUATE Diploma in FILM DIRECTION from a recognized University or Institution of repute;</p> <p>iii) At least thirteen years' professional experience as Director &amp;/OR of teaching in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD.</p> <p>OR</p> <p>i) Master Degree in ARTS (preferably in THEATRE/ LITERATURE/ FILM STUDIES) from a recognized University / INSTITUTE;</p> <p>ii) At least fifteen years' professional experience as Film Director including five years teaching experience in a responsible capacity in an</p>	SAME AS SL. NO. 1

					<p>Organization or Institution of repute.</p> <p><b>b) Desirable:</b>  i) Administrative &amp;/or Managerial experience.  ii) Knowledge of film AND TV media and latest Technical Developments in the field.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	
07	Professor , Animation	01	Rs.155200/-  (Rs.131500/- with accommodatio n)	Not exceeding 63 years.	<p>a) <u>Essential:</u>  i) <b>Degree from a recognized University/institution;</b>  ii) <b>Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;</b>  iii) <b>At least thirteen years' professional experience &amp;/OR teaching in the field of Animation in an Organization or Institution engaged with training or production.</b></p> <p><b>OR</b></p> <p>i) Master Degree in FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institution;  ii) At least fifteen years' professional experience and/or teaching experience of Animation in a responsible capacity in an Organization or Institution OF RELATED FIELD.</p> <p><b>b) Desirable:</b>  i) Administrative or Managerial experience  ii) Expertise in latest technical &amp; curricular development in the field,  <b>(Candidates are required to produce evidence of teaching, case studies &amp; portfolio of independent creative samples)</b></p>	SAME AS SL. NO. 1
08	Associate Professor, Cinematography	01	Rs.134900/-  (Rs.114500/- with accommodatio	Not exceeding 63 years.	<p>a) <b>Essential</b>  i) Degree of a recognized University  ii) Degree or Post Graduate Diploma in Motion Picture Photography or Cinematography from a recognized University or Institute</p>	<ul style="list-style-type: none"> <li>• Shall implement the syllabus in tune with academic goal of the department;</li> <li>• Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical</li> </ul>

			n)		<p>iii) At least eight years professional experience as Motion Picture Photographer or Cinematographer and/or teaching experience in Motion Picture Photography or Cinematography in an organization or institution of repute.</p> <p>b) <b>Desirable</b></p> <p>i) Post-graduate teaching experience in Motion Picture Photography or Cinematography in reputed institute/Organisation</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<p>classes;</p> <ul style="list-style-type: none"> <li>• Shall be responsible for designing day-to-day implicational aspects of academics;</li> <li>• Shall be especially responsible for regular upgrading and assessment of the students;</li> <li>• Shall ensure proper utilization of existing physical &amp; human resources;</li> <li>• Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;</li> <li>• Shall prepare a roster indicating engagement of all members of Faculty covering core programme;</li> <li>• Shall suggest suitable speaker/trainers for specific area of training;</li> <li>• Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;</li> <li>• Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;</li> <li>• Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;</li> <li>• Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon;</li> <li>• Shall supervise, co-ordinate and ensure completion of courses on schedule;</li> <li>• Shall make arrangements for holding examination(s);</li> <li>• Shall take necessary follow up action for expeditious publication of results;</li> <li>• Shall submit proposals suggested for inclusion in annual budget;</li> <li>• Shall take effective measures in regard to the Admission of the students;</li> <li>• Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation;</li> <li>• Shall 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/concerned HOD and other authorities from time to time;</li> </ul>
09	Associate Professor, Editing	01	Rs.134900/-  (Rs.114500/- with accommodation)	Not exceeding 63 years.	<p>a) <b>Essential</b></p> <p>i) Degree of a recognized University</p> <p>ii) Degree or Post Graduate Diploma in Film Editing from a recognized University or Institute</p> <p>iii) At least eight years professional experience as Film/Video Editor and/or teaching experience in Film / Video Editing in an organization or</p>	SAME AS SL. NO. 8

					<p>institution of repute.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p> <p>b) <b>Desirable</b></p> <p>i) Post-graduate teaching experience in Film Editing in reputed institute/Organisation</p>	
10	Associate Professor, Sound, Recording & Design (SRD)	01	Rs.134900/-  (Rs.114500/- with accommodation)	Not exceeding 63 years.	<p>a) <b>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 from a recognized University or Institute</p> <p>iii) At least eight years professional experience as Sound Recordist and/or Sound Engineer and/or teaching experience in Sound Recording and/or Sound Engineering in an organization or institution of repute.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p> <p>b) <b>Desirable</b></p> <p>i) Post-graduate teaching experience in Sound Recording and/or Sound Engineering in reputed institute/organization</p>	SAME AS SL. NO. 8
11	Associate Professor, Animation	01	Rs.134900/-  (Rs.114500/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p>i) Degree from a recognized University/Institution;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution;</p> <p>iii) At least eight years' professional experience &amp;/OR teaching in the field of Animation in a responsible capacity in an Organization or Institution engaged with Training/ Production.</p> <p style="text-align: center;">OR</p> <p>i) Master Degree IN FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institute;</p> <p>ii) At least ten years' professional experience of Animation and/or of teaching experience in a responsible capacity in an Organization or</p>	SAME AS SL. NO. 8



					<p>Institution engaged with Training/ Production.</p> <p><b>b) Desirable:</b> i) Expertise in latest technical &amp; curricular developments in the field.</p> <p><b>(Candidates are required to produce evidence of teaching, case studies&amp; portfolio of independent creative samples)</b></p>	
12	Associate Professor (Producing for Film & Television)	01	Rs.134900/-  (Rs.114500/- with accommodation)	Not exceeding 63 years.	<p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Post Graduate Diploma or equivalent in Film or Television Direction/Production from a recognized University or Institute;</p> <p>iii) At least eight years' professional experience on Film Production &amp;/OR teaching experience in an Organization or Institution of repute.</p> <p>OR</p> <p>i) Master Degree in MANAGEMENT of a recognized University / INSTITUTE;</p> <p>ii) At least Ten years' professional and/or teaching experience in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD.</p> <p><b>b) Desirable:</b> i) Good knowledge in Film and TV medium in India and abroad.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	SAME AS SL. NO. 8
13	Assistant Professor, Animation	02	Rs.113600/-  (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p>a) Essential:</p> <p>i) Degree in Fine Arts from a recognized University;</p> <p>ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute;</p> <p>iii) At least three years' professional experience &amp;/or teaching of Graphics/ Animation in a responsible capacity in an Organization or</p>	<ul style="list-style-type: none"> <li>• Specific Theoretical teaching in respective subjects in integrated course/s</li> <li>• Shall conduct other practical classes and training schedules as per department</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 education</li> <li>• Shall ensure preparation &amp; publication of class routine and workshop/project</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</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</li> <li>• Shall prepare result and undertake related jobs;</li> </ul>

					<p>Institution connected with Film or TV Graphics or Training.</p> <p><b>b) <u>Desirable:</u></b>  i) Good knowledge of computer;  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>• Shall perform the duties with regard to the admission of the students;</li> <li>• Shall ensure preventive maintenance and smooth running condition of the</li> <li>• Shall supervise projects and report to HOD.</li> <li>• Shall perform such other duties and functions as may be assigned to him</li> </ul>
14	Assistant Professor (Cinematography for Electronic & Digital Media)	01 (One)	Rs.113600/-  (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b>  i) Degree of a recognized University;  ii) Degree or post graduate Diploma (at least for 2 years) in Motion Picture Photography/ Cinematography or Videography from a recognized University or Institute;  iii) At least two years' professional experience (including teaching) as Cinematographer/ Videographer in an organization or institution of repute.  OR  i) Master Degree in Arts/ Science from recognized university/ institute;  ii) At least 4 years' professional experience (including teaching) as Cinematographer/ Videographer in an organization or institution of repute.  OR  i) Degree of a recognized University;  ii) At least 6 years' professional experience (including teaching) in related field in an organization or institution of repute.  <b>b) <u>Desirable:</u></b>  i) Good knowledge of Indian and International Television/OTT channel Programmes.</p>	SAME AS SL. NO. 12
15	Assistant Professor (Writing for Electronic & Digital Media)	01 (One)	Rs.113600/-  (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b>  i) Degree of a recognized University;  ii) Degree or post graduate Diploma (for at least 2 years) in Film / Television / Direction / Screenplay Writing for EDM from a</p>	SAME AS SL. NO. 12

					<p>recognized University or Institution;</p> <p>iii) Atleast 2years 'professional experience (including teaching) as a Script Writer for Television/OTT channel in scriptwriting for Television/OTT Channels 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 4 years professional experience (including teaching) as Television Director/ Producer/ Writer.</p>	
16	Assistant Professor, Management (Electronic & Digital Media )	01 (One)	Rs.113600/- (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degreeor Diploma (atleast of two years duration) in Electronic &amp; Digital Media Management or Producing for Film and Television / Direction/ Editing / Sound / Cinematography/Media Management;</p> <p>iii) At least two years' professional experience (including teaching) in responsible capacity in a TV Production</p>	SAME AS SL. NO. 12
17	Assistant Professor, Sound, Recording & Design (SRD)	01	Rs.113600/- (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p>i) <b>Degree of a recognized University;</b></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>b) <u>Desirable</u></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>	SAME AS SL. NO. 12

18	Assistant Professor, Editing	01	Rs.113600/- (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p><b>i) Degree of a recognized University;</b></p> <p>ii) Degree or post graduate Diploma or equivalent in Film Editing from a recognized University or Institute;</p> <p>iii) At least three years' professional experience as Film Editor and/or teaching experience in Film Editing in reputed organization or institution</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p> <p><b>b) <u>Desirable:</u></b></p> <p>i) Working knowledge in Computer.</p> <p>ii) Good knowledge of Film and TV medium in India and abroad.</p>	SAME AS SL. NO. 12
19	Broadcast Engineer	01	Rs.113600/- (Rs.96700/- with accommodation)	Not exceeding 63 years.	<p><b>a)<u>Essential:</u></b></p> <p>i)Degree in Engineering from a recognized institute in Telecommunication/Electrical / Electronics / Information Technology / Electronics and Communication Engineering with 4 years working experience in maintenance &amp; integration of digital / electronic equipment.</p> <p><b>b)<u>Desirable:</u></b></p> <p>i)Experience in signal routine of television professional equipment (including operation of newsroom automation, installation of multi camera OB setup and post production) in the field of Television</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 carriedoutbydifferentsspecializedfirms/serviceprovidersofdifferent high-end digital electronics equipment and all other Equipment under AMC;</li> <li>• To carry out 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 function as assigned to him / her by the Director/ Dean/ Registrar or other senior officers from time to time.</li> </ul>

20	Production Manager	01	Rs. 87675/- (Rs.74205/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></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 or media management from a recognized University or Institute of repute;</p> <p>iii) At least three years' professional experience in a responsible capacity in a Film Production Organisation of repute including experience of making arrangements for Film Shooting Programmes.</p> <p><b>b) <u>Desirable:</u></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>	<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 off aculty from time to time.</li> </ul>
21	Production Manager for Electronic & Digital Media	01	Rs. 87675/- (Rs.74205/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p>i) Degree of are cognized University.</p> <p>ii) Post Graduate Diploma (atleast2years) in Management for Electronic &amp; Digital Media/Producing for Film &amp; Television..</p> <p>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><b>b) <u>Desirable:</u></b></p> <p>i) Administrative/Managerial experience;</p> <p>ii) Good knowledge of Indian and International Cinema/TV/OTT;</p> <p>Good knowledge of computer and accounts</p>	<ul style="list-style-type: none"> <li>• To organize resources-man/money/machine for Pre-production/Production/Postproduction;</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 offaculty from time to time.</li> </ul>
22	Assistant Broadcast Engineer	01	Rs. 70200/- (Rs.59500/- with accommodation)	Not exceeding 63 years.	<p><b>a) <u>Essential:</u></b></p> <p>i) Graduation from a recognized University in any stream with Certification from a recognized institution (Educational or Commercial in Electronics / IT / Signal processing)</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> </ul>

					<p>ii) At least Two years experience in Digital or Electronic media production, installation, integration &amp; maintenance.</p> <p><b>b) Desirable:</b></p> <p>i) Experience in 'signal routing' of professional equipment in the field of Television &amp; handling of networked news automation.</p> <p>ii) Experience in television outdoor broadcast set up, particularly in sports or live cultural events with LIVE streaming experience.</p>	<ul style="list-style-type: none"> <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>
23	Editor for Electronic & Digital Media	01	Rs. 70200/- (Rs.59500/- with accommodation)	Not exceeding 63 years.	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized university or equivalent;</p> <p>ii) Degree or post graduate Diploma in Editing for Electronic &amp; Digital media/Film Editing from a recognized University or Institute;</p> <p>iii) At least two year's experience in the related field.</p>	<ul style="list-style-type: none"> <li>• To render practical teaching in respective subjects of Editing Specialisation and common Course;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements;</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;</li> <li>• Shall provide technical assistance to students and supervise their technical requirement specially for the projects;</li> <li>• Shall cooperate and assist in practical classes of the students;</li> <li>• Shall ensure preventive maintenance and running condition of the Department's equipments;</li> <li>• Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught;</li> <li>• Shall carry out assignment with regard to the admission of the students;</li> <li>• Supervise store keeping of the department;</li> <li>• Shall function as the Editor for the SRFTI student projects where there is no student editor and any other project undertaken by SRFTI</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>
24	Sound Recordist for Electronic & Digital Media	01	Rs. 70200/- (Rs.59500/- with accommodation)	Not exceeding 63 years.	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized university or equivalent;</p> <p>ii) Degree or post graduate Diploma in</p>	<ul style="list-style-type: none"> <li>• To render practical teaching in respective subjects of Sound Specialisation and common Course;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements;</li> </ul>

			accommodation)		<p>Sound for Electronic &amp; Digital Media / Sound Recording &amp; Designing from a recognized University or Institute;</p> <p>iii) Atleast two year's experience in Sound Recording in Audio Visual Industry</p>	<ul style="list-style-type: none"> <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;</li> <li>• Shall provide technical assistance to students and supervise their technical requirement specially for the projects;</li> <li>• Shall cooperate and assist in practical classes of the students;</li> <li>• Shall ensure preventive maintenance and running condition of the Department's equipments;</li> <li>• Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught;</li> <li>• Shall carry out assignment with regard to the admission of the students;</li> <li>• Supervise store keeping of the department;</li> <li>• Shall function as the Recording Engineer for the SRFTI student projects where there is no student sound Recordist and any other project undertaken by SRFTI</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>
25	Videographer for Electronic & Digital Media	01	Rs. 70200/- (Rs.59500/- with accommodation)	Not exceeding 63 years.	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized university;</p> <p>ii) Degree or post graduate Diploma in Cinematography for Electronic &amp; Digital Media / Motion Picture Photography/ or Cinematography or Videography from a recognized University or Institute;</p> <p>iii) At least two year's experience in the field of cinematography/ videography in Audio Visual industry.</p>	<ul style="list-style-type: none"> <li>• To render practical teaching in respective subjects of Videography Specialisation and common Course;</li> <li>• Shall conduct other practical classes and training schedules as per departmental requirements;</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;</li> <li>• Shall provide technical assistance to students and supervise their technical requirement specially for the projects;</li> <li>• Shall cooperate and assist in practical classes of the students;</li> <li>• Shall ensure preventive maintenance and running condition of the Department's equipments;</li> <li>• Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught;</li> <li>• Shall carry out assignment with regard to the admission of the students;</li> <li>• Supervise store keeping of the department;</li> <li>• Shall function as the Videographer for the SRFTI student projects where there is no student videographer and any other project undertaken by SRFTI</li> <li>• Shall perform such other duties and function as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time.</li> </ul>

## GENERAL TERMS & CONDITIONS

### Note:-

- (i) All the engagement will be initially for Two years which may be extended subject to reviewing of satisfactory performance.
  - (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, Kolkata.
  - (iv) The selected candidate will be required to join on immediate basis.
  - (v) 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.
- Interested candidates who fulfill the above requirements shall apply through online application form (google form) only. The link to the application form is <https://forms.gle/G3DwChVSbHJmwkfL7> The application fee is Rs.1200/- for each post which is to be deposited through SBI Collect (Application fee for recruitment). A copy of payment receipt may be uploaded during submission of form. However, SC, ST, PWD & female applicants are exempted from payment of application fees as per extant practice of GOI. The print out of the application along with copy of all requisite documents shall have to reach to **Registrar, Satyajit Ray Film & Television Institute, EM Bypass Road, Panchasayar, Kolkata : 700094.**
- How to pay Application fees:
1. Click open the link <https://www.onlinesbi.sbi/sbicollect>
  2. Select category as Educational Institutions.
  3. Select the Institution from the list (use search option to Find Satyajit Ray Film and TV Inst).
  4. In the payment category select "Application Fees (Recruitment)".
  5. Fill up the payment detail to proceed for payment.
  6. Once payment is done, please upload the payment confirmation receipt in the application form.
  7. Digitally store the receipt of payment for future reference.
- Interested candidates applying for more than one post should pay fee separately for each post.
- **Last date for submitting application form : 29.03.2025 (5 PM) and the last date of receiving hard copy of the application form is 06.04.2025 (5 PM)**
- **With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 29.03.2025**
- Experience for each post will be counted post education qualifications (degree/diploma/certificate). Supporting document is required.
- SRFTI strives to have a work force 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.



