



SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA
(AN ACADEMIC INSTITUTION UNDER MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)
Phone: (033) 24639300, 24638355, 24638356, FAX: (033) 2463-0723/9436

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 | Upper Age Limit | Required qualification & experience | Duties |
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| 01 | Dean (Electronic & digital Media) | 01 (One) | Rs.1,36,516/- | 63 years | <p>a) <u>Essential:</u></p> <p>i) Degree of a recognized University. ii) Post Graduate Diploma /Degree(at least of two years duration) in cinema/ television/ Electronic & Digital media from FTII/SRFTI or recognized University or reputed Institute iii) At least eight years' professional experience in a responsible capacity in Cinema / Television Production / training including two years' of administrative or managerial experience in a reputed organisation or recognized institution.</p> <p>b) <u>Desirable:</u></p> <p>i) Teaching experience; ii) Good knowledge of Indian and International Television & OTT channel Programmes.</p> | <ul style="list-style-type: none">• Executive In-charge of the Academic programmes;• Ex-officio member of all academic activity-related committees formed by the Governing Council;• Authority to approve academic programmes under intimation to Director;• To function as Controlling Officer of the Academics;• To interface with the academic and non-academic administration for facilitating smooth functioning of the Institute's academic activities;• To function as the Member Secretary of the Academic Council;• To ensure holding of Academic Council Meetings at regular interval;• To ensure implementation of the decisions taken in the meeting of the Academic Council after due approval of the Governing Council;• Shall co-ordinate between the academic departments and help to resolve any conflict that may emerge.• Shall be interfacing and networking with outside Institutions for mutually beneficiary exchange programmes, seeking and developing consultancy and research profiles and planning new programmes;• To co-ordinate and follow-up various administrative needs of academic activities including planning for new infrastructure, faculty development, assistance in major academic events such as conferences, meetings, seminars, workshops, publication, promotion etc.;• Shall hold fortnightly meeting of the faculty members and communicate the minutes of the meetings to Director;• To function as the Secretary of the joint meetings of the faculty members convened by the Director, to consider matters of common interest to more than one faculty, specific issues of common interest recommended by the individual faculty, any matter referred to by the Dean or by the Director or by the Academic Council etc.;• Shall draw out an annual calendar of academic and associated activities and its adherence and communicate the same to all concerned including the Director;• Shall ensure formation and proper functioning of Departmental Disciplinary Committee in each department and submit monthly report to the Director;• Shall form Dean's Council and ensure its proper functioning;• Shall ensure prior notification of the programming of curriculum for the calendar year;• Shall ensure submission of the monthly reports by all Faculty Members in respect of teaching assignments carried out by them and issue necessary instructions/guidelines on the shortcomings of such report under intimation to the Director in each case;• Shall ensure publication of Class Routine and Workshop/Project/Exercise Schedule by the respective Departments with a copy to the Director;• Shall deal general administration, discipline of the academic departments, students' welfare and settlement of disputes/grievances of the students;• Shall assign specific jobs to subordinates in the academic departments, maintain and review Annual Confidential Reports of the faculty members;• Shall issue warning & reprimands to students, where necessary; |

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| | | | | | | <ul style="list-style-type: none"> • Shall ensure timely action on holding of Convocation and award of Diploma to the students; • Shall exercise such other powers and perform such other duties as assigned to him by the Service Bye-Laws, Financial Bye-Laws, Academic Byelaws and Regulations of the Institute, as amended from time to time, and as may be assigned to him by the Chairman and the Director from time to time. |
| 02 | Professor (Cinematography for Electronic & Digital Media) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least two years) in Motion Picture Photography/ Cinematography or Videography from a recognized University or Institute;</p> <p>iii) At least 8 years' professional experience (including teaching) as Cinematographer/ Videographer in reputed organizations/ institution.</p> <p>OR</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>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) Desirable:</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> | <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extra curricular activities-seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; • 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. |

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| 03 | Professor (Writing for Electronic & Digital Media) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) Essential:</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;">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 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;">OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 12 years professional experience (including teaching) as Television / OTT channel Director/ Producer / Writer in a reputed Organization or Institution.</p> <p>b) Desirable:</p> <p>I Good knowledge of Indian and International Television/OTT channel programme.</p> | <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extra curricular activities-seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; • 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. |
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| 04 | Professor (Direction & Producing for Electronic and Digital Media) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) Essential:</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) Desirable:</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> | <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extra curricular activities-seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; • 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. |
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| 05 | Professor (Electronic and Digital Media Management) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Diploma (at least of two years duration) in Electronic & 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>ii) At least 12 years professional experience (including teaching) in responsible capacity in a reputed organization / Institute of repute.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television/OTT Channel programme.</p> | <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extracurricular activities- seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; <p>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.</p> |
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| 06 | Professor (Editing for Electronic & Digital Media) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) Essential:</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>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>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) Desirable:</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> | <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extracurricular activities- seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; <p>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.</p> |
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| 07 | Professor (Sound for Electronic & Digital Media) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for 2 years) in Sound Recording and/or Sound Engineering/ Sound Designing/ Audiography from a recognized University or Institute;</p> <p>iii) At least 8 years' professional experience (including teaching) 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>OR</p> <p>i) Master Degree in Science from a recognized University / Institute;</p> <p>ii) At least 10 years' professional experience (including teaching) 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>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) Desirable:</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> | <ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; • Shall envision the futuristic structuring of the department; • Shall ensure dynamic teaching through innovative pedagogy; • Shall initiate extracurricular activities- seminars, exchanges, workshops etc; • Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; • Shall integrate all the streams of theory and practical training within the respective department; • Shall convene and preside over departmental faculty meeting at least once every month; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • Shall be in overall charge of the department and shall be the controlling officer to exercise general supervision over the Faculty members and staff of the department; • Shall constitute a Departmental Disciplinary Committee; • Shall submit report to the Dean in case of Faculty members and to Registrar, in case of other staff of the department regarding gross negligence/misconduct and other such matters; • Shall be accountable for the entire working of the department; • Shall ensure completion of courses on schedule; • Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean; • Shall ensure effective measures in regard to the Admission of the students; • Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute; <p>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.</p> |
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| 08 | Professor (Direction & Screenplay Writing) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) <u>Essential:</u></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 Institution of repute;</p> <p>iii) At least thirteen years' professional experience and/or teaching in a responsible capacity in an Organization or Institution of Respective Field</p> <p>OR</p> <p>i) Master Degree in Management of a recognized University / Institute;</p> <p>ii) At least fifteen years' professional experience and/or teaching in a responsible capacity in an Organization or Institution in the relevant field.</p> <p>b) <u>Desirable:</u></p> <p>i) Administrative or Managerial experience;</p> <p>ii) Knowledge of film and TV media and latest trend of promotion / marketing Developments in the field.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Head of the respective Department; <input type="checkbox"/> Shall look after the departmental administration; <input type="checkbox"/> Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; <input type="checkbox"/> Shall envision the futuristic structuring of the department; <input type="checkbox"/> Shall ensure dynamic teaching through innovative pedagogy; <input type="checkbox"/> Shall initiate extra curricular activities-seminars, exchanges workshops etc; <input type="checkbox"/> Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; <input type="checkbox"/> Shall integrate all the streams of theory and practical training within the respective department; <input type="checkbox"/> Shall submit monthly reports to the Dean in respect of teaching assignments carried out; <input type="checkbox"/> Shall publish a job chart indicating the allocation of jobs to the staff; <input type="checkbox"/> Shall prepare and submit annual performance report of the department to the Dean; <input type="checkbox"/> Shall contribute and cooperate in matters of inter-departmental requirements; <input type="checkbox"/> 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; <input type="checkbox"/> Shall constitute a Departmental Disciplinary Committee; <input type="checkbox"/> 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; <input type="checkbox"/> Shall be accountable for the entire working of the department; <input type="checkbox"/> Shall ensure completion of courses on schedule; <input type="checkbox"/> Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean. <input type="checkbox"/> Shall assist in Admissions <input type="checkbox"/> Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. <input type="checkbox"/> Shall exercise such other powers and perform such other duties and functions as assigned to him by the Academic Byelaws of the Institute, as amended from time to time, and as may be assigned to him by the Director/Dean and other authorities from time to time. |
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| 09 | Professor (Producing for Film & Television) | 01 (one) | Rs.1,36,516/- | 63 years | <p>a) <u>Essential:</u></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 &/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 Organization or Institution of repute.</p> <p>b) <u>Desirable:</u></p> <p>i) Administrative &/or Managerial experience.</p> <p>ii) Knowledge of film and TV media and latest Technical Developments in the field.</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Head of the respective Department; <input type="checkbox"/> Shall look after the departmental administration; <input type="checkbox"/> Shall be responsible for planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective; <input type="checkbox"/> Shall envision the futuristic structuring of the department; <input type="checkbox"/> Shall ensure dynamic teaching through innovative pedagogy; <input type="checkbox"/> Shall initiate extra curricular activities-seminars, exchanges workshops etc; <input type="checkbox"/> Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; <input type="checkbox"/> Shall integrate all the streams of theory and practical training within the respective department; <input type="checkbox"/> Shall submit monthly reports to the Dean in respect of teaching assignments carried out; <input type="checkbox"/> Shall publish a job chart indicating the allocation of jobs to the staff; <input type="checkbox"/> Shall prepare and submit annual performance report of the department to the Dean; <input type="checkbox"/> Shall contribute and cooperate in matters of inter-departmental requirements; <input type="checkbox"/> 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; <input type="checkbox"/> Shall constitute a Departmental Disciplinary Committee; <input type="checkbox"/> 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; <input type="checkbox"/> Shall be accountable for the entire working of the department; <input type="checkbox"/> Shall ensure completion of courses on schedule; <input type="checkbox"/> Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean. <input type="checkbox"/> Shall assist in Admissions <input type="checkbox"/> Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. <input type="checkbox"/> Shall exercise such other powers and perform such other duties and functions as assigned to him by the Academic Byelaws of the Institute, as amended from time to time, and as may be assigned to him by the Director/Dean and other authorities from time to time. |
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| 10 | Assistant Professor (Cinematography for Electronic & Digital Media) | 01 (One) | Rs.99,969 /- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (at least for 2 years) in Motion Picture Photography/ Cinematography or Videography from a recognized University or Institute;</p> <p>iii) At least two years' professional experience (including teaching) as Cinematographer/ Videographer in an organization or institution of repute.</p> <p>OR</p> <p>i) Master Degree in Arts/ Science from recognized university/ institute;</p> <p>ii) At least 4 years' professional experience (including teaching) as Cinematographer/ Videographer in an organization or institution of repute.</p> <p>OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 6 years' professional experience (including teaching) in related field in an organization or institution of repute.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television/OTT channel Programmes.</p> | <ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time. |
| 11 | Assistant Professor (Electronic & Digital Media Management) | 01 (One) | Rs.99,969 /- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or Diploma (at least of two years duration) in Electronic & 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 Organisation of repute.</p> <p>OR</p> <p>i) Master Degree in Mass Communication or equivalent from a recognized university.</p> <p>ii) At least 4 years' professional experience (including teaching) in responsible capacity in a</p> | <ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 |

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| | | | | | <p>TV Production Organisation of repute.</p> <p>OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 6 years' professional experience (including teaching) in Management / Producing for Electronics & Digital Media in an organization of repute.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television/OTT channel Programmes.</p> | <p>students;</p> <ul style="list-style-type: none"> • 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 and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time. |
| 12 | Assistant Professor (Writing for Electronic & Digital Media) | 01 (One) | Rs.99,969 /- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma (for at least 2 years) in Film/ Television /Direction/ Screenplay Writing for EDM from a recognized University or Institution;</p> <p>iii) At least 2 years' professional experience (including teaching) as a Script Writer for Television/OTT channel in script writing for Television/OTT Channels in an Institution or Organisation of repute.</p> <p>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> <p>OR</p> <p>i) Degree of a recognized University;</p> <p>ii) At least 6 years' professional experience in related field (including teaching) in Film Direction or Film Production or Script Writing in an organization.</p> <p>b) Desirable:</p> <p>i) Good knowledge of Indian and International Television/OTT channel Programmes.</p> | <ul style="list-style-type: none"> • Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film/TV 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 and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities from time to time. |

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| 13 | Broadcast Engineer | 01 (One) | Rs.99,969 /- | 63 years | <p>a) Essential:</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 & integration of digital / electronic equipment.</p> <p>b) Desirable:</p> <p>i) Experience in 'signal routing' of television professional equipment (including operation of newsroom automation, installation of multicamera OB setup and post production) in the field of Television</p> | <ul style="list-style-type: none"> • To look after the Electronic & Digital Production related job of different high-end equipment; • To look after the 'signal routing', aligning, calibrating, testing of Electronic & Digital equipment of Television wing. • Shall adhere to statutory requirements in respect of maintenance of all Equipment and Machineries of Television wing; • To ensure Annual Maintenance Contract (AMC) of the respective Equipment of the Television-Departments; • 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; • To carryout preventive maintenance of equipment/electrical gadgets for smooth functioning of the academics; • To design circuits/measures for repairing costly equipment as per requirement; • To offer technical expertise during the process of selection/procurement of sophisticated equipment and specialized servicing agents/personnel; • Shall maintain co-ordination with the Purchase, Accounts and Administration Departments of the Institute for smooth functioning of the Television wing; • 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. |
| 14 | Production Manager for Electronic & Digital Media | 01 (One) | Rs.77,113/- | 63 years | <p>a) Essential:</p> <p>i) Degree of a recognized University.</p> <p>ii) Post Graduate Diploma (at least 2 years) in Management for Electronic & Digital Media / Producing for Film & Television.</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>b) Desirable:</p> <p>i) Administrative/Managerial experience;</p> <p>ii) Good knowledge of Indian and International Cinema/TV/OTT;</p> <p>iii) Good knowledge of computer and accounts</p> | <ul style="list-style-type: none"> • To organize resources - man/money/machine for Pre-production/Production/ Post production; • To organize permissions and location amenities; • Shall ensure safety/security of the personnel/crews/equipment/Institute's properties; • Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement; • Shall remain responsible for timely completion of projects/assignments within the given parameter; • Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes; • 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. |
| 15 | Production Manager (Film) | 01 (One) | Rs.77,113/- | 63 years | <p>a) Essential:</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> | <ul style="list-style-type: none"> • To organize resources - man/money/machine for Pre-production/Production/ Post production; • To organize permissions and location amenities; • Shall ensure safety/security of the personnel/crews/equipment/Institute's properties; • Shall arrange transport/boarding-lodging for Pre-production/Production/ Post production and manage emergency situation /requirement; • Shall remain responsible for timely completion of |

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| | | | | | <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) Desirable: i) Administrative/Managerial experience; ii) Good knowledge of Indian and International Cinema; iii) Good knowledge of computer and accounts</p> | <p>projects/assignments within the given parameter;</p> <ul style="list-style-type: none"> • Shall be responsible for timely submission of complete accounts of the on-account advance drawn for academic projects/exercises and/or for other purposes; • 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. |
| 16 | Videographer for Electronic & Digital Media | 01 (one) | Rs.61818 /- | 63 years | <p>a) Essential: i) Degree from a recognised university; ii) Degree or post graduate Diploma in Cinematography for Electronic & Digital Media / Motion Picture Photography/ or Cinematography or Videography from a recognized University or Institute; iii) At least two year's experience in the field of cinematography/ videography in Audio Visual industry.</p> | <ul style="list-style-type: none"> • To render practical teaching in respective subjects of Videography Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • Shall function as the Videographer for the SRFTI student projects where there is no student videographer and any other project undertaken by SRFTI • 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. |
| 17 | Editor for Electronic & Digital Media | 01 (One) | Rs.61,818 /- | 63 years | <p>a) Essential: i) Degree from a recognised university or equivalent; ii) Degree or post graduate Diploma in Editing for Electronic & Digital media / Film Editing from a recognized University or Institute; iii) At least two year's experience in the related field.</p> | <ul style="list-style-type: none"> • To render practical teaching in respective subjects of Editing Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the |

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| | | | | | | <ul style="list-style-type: none"> students; • Supervise storekeeping of the department; • Shall function as the Editor for the SRFTI student projects where there is no student editor and any other project undertaken by SRFTI • 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. |
| 18 | Sound Recordist for Electronic & Digital Media | 01 (One) | Rs.61,818 /- | 63 years | <p>a) Essential:</p> <p>i) Degree from a recognised university or equivalent;</p> <p>ii) Degree or post graduate Diploma in Sound for Electronic & Digital Media / Sound Recording & Designing from a recognized University or Institute;</p> <p>iii) At least two year's experience in Sound Recording in Audio Visual Industry</p> | <ul style="list-style-type: none"> • To render practical teaching in respective subjects of Sound Specialisation and common Course; • Shall conduct other practical classes and training schedules as per departmental requirements; • Shall be responsible for one-to-one student guidance; • Shall cooperate and assist in carrying out the functions relating to the educational responsibilities; • Shall provide technical assistance to students and supervise their technical requirement specially for the projects; • Shall cooperate and assist in practical classes of the students; • Shall ensure preventive maintenance and running condition of the Department's equipments; • Shall carryout assignment for study tour/fieldwork/workshops as may be necessary for the courses taught; • Shall carryout assignment with regard to the admission of the students; • Supervise storekeeping of the department; • 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 • 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. |
| 19 | Assistant Broadcast Engineer | 01 (One) | Rs.61,818 /- | 63 years | <p>a) Essential:</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> <p>ii) At least Two years experience in Digital or Electronic media production, installation, integration & maintenance.</p> <p>b) Desirable:</p> <p>i) Experience in 'signal routing' of professional equipment in the field of Television & 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"> • To look after the Electronic & Digital Production related job of different high-end equipment; • To look after the 'signal routing', aligning, calibrating, testing of Electronic & Digital equipment of Television wing. • Shall adhere to statutory requirements in respect of maintenance of all Equipment and Machineries of Television wing; • To ensure Annual Maintenance Contract (AMC) of the respective Equipment of the Television-Departments; • 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; • To carryout preventive maintenance of equipment/electrical gadgets for smooth functioning of the academics; • To design circuits/measures for repairing costly equipment as per requirement; • To offer technical expertise during the process of selection/procurement of sophisticated equipment and specialized servicing agents/personnel; • Shall maintain co-ordination with the Purchase, Accounts and Administration Departments of the Institute for smooth functioning of the Television wing; • 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. |

Note:-

- (i) The engagement for all posts of EDM Dept. will be initially for two years subject to reviewing of satisfactory performance each year.
 - (ii) The engagement for the post of Professor, Direction & Screenplay Writing and Professor, Producing for Film & TV will be initially for one year.
 - (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) The selected candidate will be required to join on immediate basis.
 - (vi) 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.
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- 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/UPQH66Q1XnD9wh6h6>. 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.
 - How to pay Application fees: **1.**Click open the link <https://www.onlinesbi.com/sbicollect/icollecthome.htm> OR visit www.onlinesbi.com and further click on "SB Collect" which is at the top left, vertically 06th from left to right. **2.** Read the "Terms Used", then tick/ click on the 'check box' and further click on "Proceed". **3.** Select West Bengal in State of Corporate / Institution, then select Educational Institutions in type of Corporate/ Institution and click Go. **4.** Search / Find Satyajit Ray Film and TV Inst in Educational institutions name and click submit. **5.** In the payment category select "Application Fees (Recruitment)". **6.** Once payment is done, please upload the payment confirmation receipt in google form. This is required to be mentioned in the application form under SBI Collect Reference No. **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 : 29.08.2022
 - List of eligible candidates will be displayed on SRFTI website. Candidates are requested to follow up the website for updates.
 - Interview will be held between 15.09.2022 to 23.09.2022. The date, time schedule and mode of interview (off line/online) will be displayed in the Institute's website in due course of time. During the interview, candidates for the post of faculty position may have to deliver a lecture on the concerned subject.
 - With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. 29.08.2022.
 - Experience for each post will be counted post education qualifications (degree/diploma/certificate). Supporting document is required.
 - 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