

Satyajit Ray Film & Television Institute, Kolkata invites applications from the citizens of India for engagement of suitable incumbents in the stated capacities with requisite educational qualifications and experience mentioned as under:-

S/N	Name of the Position	Number of Position	Consolidated honorarium per month	Upper age Limit	Required qualifications & experience	Duties & Responsibilities
1)	Consultant (Placement)	One	Rs.99,000/-	63 years	<p>Qualification:</p> <p>Essential: Post Graduate degree / Post Graduate diploma in any field preferably in Film / Media/ Communication/ audio visual production/television/electronic and digital media.</p> <p>Minimum 5 years of experience in the media, film, or entertainment industry in business development in Media and Entertainment Industry.</p> <p align="center">OR</p> <p>Graduate degree. Preferably in Film / Media/ Communication/audio visual production/television/electronic and digital media.</p> <p>Minimum 8 years of experience in the media, film, or entertainment industry in business development in Media and Entertainment Industry</p> <p>Preferable areas of expertise :</p> <p>Excellent communication and networking skills. Knowledge of the media and entertainment industry trends. Strong organizational and project management skills.</p> <p>Ability to work with diverse stakeholders, including students, employers, and alumni.</p>	<ol style="list-style-type: none"> 1. Industry Networking: Develop and maintain relationships with potential employers, production houses, studios, and media companies to secure placement opportunities for students. To work as a liaison officer between such probable /prospective Organisations/Individuals for placement of students through the Placement Cell 2. Placement Coordination: Organize and oversee placement drives, internships, and industry engagement activities, ensuring a smooth recruitment process. 3. Career Counselling: Provide career guidance and support to students, assisting them in resume building, interview preparation, and job search strategies. 4. Database Management: Maintain a database of potential employers, job openings, and alumni placements to track career progression and placements and to update alumni profiles on the SRFTI website. 5. Alumni Engagement: Collaborate with the alumni network to leverage their experiences for mentoring and facilitating career opportunities for students. 6. Placement Reports: Prepare and present regular MIS reports on placement outcomes and trends to the Institute administration.

2)	Consultant (Incubation Centre)	One	Rs.99,000/-	63 years	<p>Qualification:</p> <p>Essential: Post Graduate degree/ Post Graduate diploma in any field preferably in Film / Media/ Communication/audio visual production/television/electronic and digital media.</p> <p>Minimum 5 years of relevant experience in business development, academic partnerships, or industry liaison, preferably in the media, film, or entertainment sector. Experience in academic administration or incubation centers is desirable.</p> <p style="text-align: center;">OR</p> <p>Graduate degree in any field preferably in Film / Media/ Communication/audio visual production/television/electronic and digital media.</p> <p>Minimum 8 years of relevant experience in business development, academic partnerships, or industry liaison, preferably in the media, film, or entertainment sector. Experience in academic administration or incubation centers is desirable.</p> <p>Preferable areas of expertise</p> <ul style="list-style-type: none"> • Strong negotiation and partnership management skills. • Excellent communication and networking abilities. • Experience working with academic institutions and government bodies. • Ability to manage multiple projects simultaneously and deliver results. 	<p>Strategic Planning and Development: Design and implement programs that foster innovation and entrepreneurship.</p> <ol style="list-style-type: none"> 1. Industry Networking: Establish and maintain relationships with industry professionals, production houses, and governmental bodies. 2. Partnerships: Facilitate partnerships with broadcast and streaming platforms, film production companies, and other stakeholders to provide real-world opportunities. 3. Project Evaluation: Assist in evaluating projects and providing constructive feedback. 4. Resource Management: Help secure funding and grants for projects through various channels. 5. Innovation and Entrepreneurship: <ul style="list-style-type: none"> • Startup Support: Support the development of film-related startups or independent projects. • Business Incubation: Provide a nurturing environment for projects to develop business ideas and bring them to fruition. 6. Monitoring and Evaluation: Develop and implement metrics to assess the performance and impact of the incubation center. 7. Continuous Improvement: Regularly review and improve the programs and services offered by the incubation center. 8. Partnership Development: Develop, negotiate, and manage Memorandums of Understanding (MOUs) with national and international organizations, institutions, and industry stakeholders to foster cooperation in academic and production-related activities.
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3)	Academic Consultant (UGC)	One	99,000/-	68 years	<p>Eligibility :</p> <p>Serving/Retired Vice-Chancellor/Dean/Registrar from a Central/ State or UGC accredited University.</p> <p>Knowledge of the UGC norms and academic administration.</p> <p>Experience:</p> <p>Minimum of 5 years of experience in academia, with a focus on curriculum development, research, and academic governance.</p> <p>Preferable areas of expertise</p> <p>Sound Knowledge of the UGC norms and academic administration.</p> <ul style="list-style-type: none"> • Deep understanding of UGC regulations and accreditation processes. • Strong leadership, communication, and organizational skills. • Experience in faculty development and academic program restructuring. • Ability to collaborate with institutions nationally and internationally. 	<ol style="list-style-type: none"> 1. Academic Structure Review: Review and align the academic structure, including courses, syllabi, and evaluation systems, with UGC's Deemed to be University requirements. 2. Program Development: Develop new academic programs and restructure existing ones to ensure compliance with UGC regulations and industry relevance. 3. Faculty Recruitment & Development: Assist in recruiting qualified faculty and provide guidance on training and professional development in alignment with UGC guidelines. 4. Research & Collaborations: Facilitate the development of research initiatives and academic collaborations with other Institutions, both within India and internationally. 5. Accreditation Guidance: Guide the process of obtaining accreditation from relevant bodies such as the National Board of Accreditation (NBA) and the National Assessment and Accreditation Council (NAAC). 6. Policy Development: Oversee the establishment of academic policies, including academic governance, student admissions, and credit systems, to ensure regulatory compliance and academic excellence.
4)	Administrative Consultant (UGC)	One	99,000/-	68 years	<p>Serving / Retired Vice-Chancellor / Dean /Registrar from a Central/ State University/ UGC Accredited University.</p> <p>Experience:</p> <p>A minimum of 5 years of experience in administrative roles, with a focus on policy development, compliance, and governance, in a state / central</p>	<ol style="list-style-type: none"> 1. Administrative Structure Review: Assess the existing administrative framework and recommend necessary changes to align with the norms and guidelines set by the University Grants Commission (UGC). 2. Policy Drafting & Implementation: Assist in drafting and implementing administrative policies across key areas such as finance, human resources, and governance, ensuring compliance

					<p>university/ UGC Accredited University. Knowledge of UGC norms and higher education policies is essential.</p> <p>Preferable areas of expertise</p> <ul style="list-style-type: none"> • Understanding of UGC guidelines and regulatory frameworks. • Excellent communication, organizational, and leadership skills. • Proven ability to handle statutory compliance and administrative restructuring. • Ability to work collaboratively with multiple stakeholders, including government bodies and external agencies. 	<p>with UGC standards.</p> <ol style="list-style-type: none"> 3. Statutory Bodies Setup: Provide guidance and advice on establishing the required statutory bodies (such as Academic Council, Finance Committee, etc.) as mandated by the UGC for Deemed Universities. 4. Infrastructural Upgrades: Advise on necessary digital and physical infrastructural improvements to meet the operational and academic standards prescribed by UGC. 5. Compliance Reporting: Support the institution in preparing the compliance report to be submitted to UGC, ensuring it meets the necessary criteria and is submitted within the stipulated timeline. 6. Liaison with Regulatory Bodies: Coordinate with government bodies, regulatory agencies, and external partners to ensure all statutory and regulatory requirements are met for the smooth functioning of the institution.
5)	Consultant (Administration)	One	Rs.50,000/-	63 Years	<p>i) Retired Govt. Servant/Autonomous/PSU (preferably Group 'A' officials) having at least 5 years working experience in the relevant fields.</p> <p>Having knowledge of rules & regulations of the Govt. of India on the subject of Administration, Establishment and Legal related matters.</p>	<ol style="list-style-type: none"> 1. The Consultant is expected to support on all establishment & legal matters (drafting para-wise comments) of court cases, disciplinary proceedings, grievances & RTI related issues. 2. He/she is expected to have knowledge in recruitment, service related matters, etc., so as to facilitate matters related to DPC/ MACP etc. 3. To maintain liaison with the Govt. Counsel engaged in various court cases to update the Institute about the day-to-day activities of various legal matters. 4. To provide proper advise in various administrative matters as sought for; 5. To finalize the terms & conditions of various tenders and to scrutinize the terms & conditions of different contracts/ agreements; 6. To advise in preparation of reply to audit paras; 7. Other works as assigned by the authority of SRFTI from time to time.

6)	Consultant Public Relation	One	Rs.50,000/-	63 years	<p><u>Essential</u> :- Post graduate Degree or Post graduate Diploma in Public Relation / advertising / Journalism / media /Communication.</p> <p><u>Experience</u> :- 3 years of experience in the field of public relations, press and publication, advt./digital marketing, brand promotion /communication, marketing and media analytics.</p> <p>Or</p> <p><u>Essential</u> :- Graduate Degree in the field of Public Relation / advertising / Journalism / media /Communication.</p> <p><u>Experience</u> :- 5 years of experience in the field of public relations, press and publication, advt. /digital marketing, brand promotion / communication, marketing and media analytics.</p>	<ol style="list-style-type: none"> 1. Making the Institute a centre of excellence- through more partnership ventures with brethren with brethren and Institutions / Organisations in the field both in India and abroad are following the govt. Of India protocol. 2. Intensifying National /International collaborations, Seminars, Conferences, Workshops, Trainings etc. For the exposure of the students. 3. Conduct short-turm academic programmes for Amateur Filmmakers, especially TV show makers. 4. More rapport with electronic, print & social media to strengthen public involvement and awareness. 5. Identifying mass communication media for the exposure of the students Work. 6. Salutation to India Film, TV personalities through different events, events. 7. Special initiative to have moreactivities/programmes/events with like- minded Institutes to encourage the students. 8. Ensuring wide publicity for theactivities,programmes and projects undertaken by the Institute. 9. Ensuring Press meet with substantial, representations from leading print and electronic media at short notice. 10. Maintenance active liaison with the PIB and other journalist clubs and associations. 11. Maintenance of liaison with the location Government authorities, Police, etc. 12. To generate revenue and the recognition of students' work, interaction may be initiated with different Ministries/Depts for making social awareness film. 13. Bringing out newsletters, folders, festival brochures,commemorative books etc. To ignite students about their creativities. 14. Initiative to gradually develop a strong placement and pitching cell. 15. Working in the tutorial section in the Institute and discharge admission related administrative functions. 16. Any other responsibilities assigned not inconsistent with his experience. 17. Establish strategies for meaningful social media presence using the social media platforms of the Institute. 18. Provides strategicoversight on the use of digital communication to engage the internal and external community using web, social media, video, digital signage and emerging platform
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7)	Outreach Officer	One	50,000/-	63 years	<p>'MBA' OR Master Degree in Film studies / Mass communication / Journalism</p> <p style="text-align: center;">OR</p> <p>Post Graduate Diploma in Film / Media/ Communication / audio visual production / television / electronic and digital media with 03 years of experience in the field of outreach / International Relations / Advocacy related to the job profile.</p> <p style="text-align: center;">OR</p> <p>'BBA' OR 'Degree' in the Film studies / Mass Communication / Communication / Journalism and 01 year certificate course in Film / Media/ Communication/audio visual production/television/electronic and digital media with 04 years of experience in the field of outreach/ International Relations/ Advocacy related to the job profile.</p> <p>(b) Desirable i) Strong verbal & written communication skills in English & Official Language with pleasing personality. ii) Knowledge of Indian & International Cinema & TV broadcasting.</p>	<ol style="list-style-type: none"> 1. Co-ordination and Liasioning with Film and TV Schools in India and Abroad. 2. Liasioning with National / International organizations / Institutions / Industry Individuals MOU. 3. Work related to exchange programs, exchange of teaching resources, co-production and research. 4. Liasioning with Central / State Govt. Offices, Corporate Offices, NGO's etc. for all activities of the Institute. 5. Assisting authorities in organizing events, seminars, workshops, exhibitions, etc. 6. Managing all short courses which are a part of skill development 7. To organise and manage screening of student films across the country 8. All coordination regarding the advisory committees for Film Festivals and Placement 9. Management of paid and non-paid publicity of the Institute across the media platforms; print, TV and digital media. 10. Preparation of press notes / press releases and content for publicity. Skill development. 11. Management of all matters related to commissioned projects (non-student) of SRFTI. 12. To work as a liaison for business development 13. Coordination of all matters related to publication
8)	Consultant (Official Language)	One	50,000/-	63 years	<p>i.) Retired Govt. Servant (preferably Group 'A' officials) Autonomous/ PSU of Govt. of India having post graduate degree/ diploma with at least 5 years working experience in the relevant fields.</p> <p>ii.) Having knowledge of Official Language Act & Rules as followed by the Dept. of Official Language, Govt. of India on Official Language. He/she should have at least 5 years of working experience in the specific filed of administration.</p>	<ol style="list-style-type: none"> 1. He/she is expected to have sound knowledge of Act & Rules of Official Language. Supervision of Official Language work under Official Language Act; 2. Shall collect information from various offices about the progressive increase in the use of Official Language 3. He must have adequate knowledge of preparation of questionnaire during inspection of Parliamentary Committee on Official Language. 4. To ensure timely conduction of Official Language Workshop, Official Language Pakhwada and other activities related to Rajbhasha from time to time. 5. To attend meeting of Official Language Implementation Committee. Shall ensure Implementation of Rajbhasha (Official Language Act); 6. To translate written or printed material from one language to

						<ol style="list-style-type: none"> 8. one or more languages; 9. To implement various orders/schemes issued by Department of Official Language, Govt. of India from time to time to encourage the employees to enhance the official works in Official Language in the Institute. 10. To ensure training programmes of Official Language (Prabodh, Praveen, Pragna, Parangat, etc) for the employees to enhance the working knowledge on Official Language in the Institute. 11. To scrutinise reports, publications, journals, court judgments, rules and other documents written or printed in one language and translate them into required languages; 12. To ensure timely submission of various reports on Official Language; 13. Translation of Annual Report, Citizens' Charter, Prospectus 14. and other publications; 15. Dealing matters on RTI on Official Language; 16. Other works as assigned by the authority of SRFTI 17. from time to time.
9)	Consultant(Finance & Audit)	One	50,000/-	63 years	<ol style="list-style-type: none"> i. Retired Govt. Servant/Autonomous/PSU (preferably Group 'A' officials) having at least 5 years working experience in the relevant fields. ii. Having knowledge of rules & regulations of the Govt. of India on the subject of Administration, Finance and Audit related matters. 	<ol style="list-style-type: none"> 1. The Consultant is expected to support on all finance & audit matters (drafting para-wise comments). 2. Controlling the finance as per budget and any other work as desired by competent authority from time to time. 3. To provide proper advise in various audit matters as sought for; 4. To finalize the terms & conditions of various tenders and to scrutinize the terms & conditions of different contracts/agreements; 5. To advise in preparation of reply to audit paras; 6. Other works as assigned by the authority of SRFTI from time to time.
10)	Consultant, Civil	One	50,000/-	63 years	<ol style="list-style-type: none"> i. Degree/Diploma in Civil Engineering ii. Must have retired from Central Govt./ State Govt./ Autonomous bodies/PSU, after rendering at least 2 years service as Executive Engineer. 	<ol style="list-style-type: none"> 1. The Consultant would be engaged mainly at the FTI campus at Arunachal Pradesh to oversee the Civil construction work at the campus so that the work entrusted can be completed within the stipulated time schedule and as per approved specification. 2. To verify bills submitted by the CPWD before payment. 3. To coordinate with CPWD and other local officials of the State. <p>Other works as assigned by SRFTI, Kolkata from time to time.</p>

11	Consultant , Electrical	One	50,000/-	63 years	<p>i. Degree/Diploma in Electrical Engineering</p> <p>ii. Must have retired from Central Govt./ State Govt./ Autonomous bodies/PSU, after rendering at least 2 years service as Executive Engineer.</p>	<p>5. The Consultant would be engaged mainly at the FTI campus at Arunachal Pradesh to oversee both the Electrical work at the campus so that the work entrusted can be completed within the stipulated time schedule and as per approved specification.</p> <p>6. To verify bills submitted by the CPWD before payment.</p> <p>7. To coordinate with CPWD and other local officials of the State.</p> <p>8. Other works as assigned by SRFTI, Kolkata from time to time.</p>
12	Legal Advisor	--	Payment will be decided on case to case basis	--	<p>i. The Legal Advisor should be Kolkata based. The Legal Advisor should have a Bachelor Degree from an accredited/ recognized college/University in Law and is registered with Bar Council of Hon'ble High Court and Central Administrative Tribunal, Kolkata Bench.</p> <p>ii. He/she should have experience of handling Government related cases at High Court/ Supreme Court/ Central Administrative Tribunal.</p>	<p>1. The Advocate would need to provide legal advice including all aspects of analysis assists in drafting legal opinions, memorandum and other briefing documents.</p> <p>2. He/she would be responsible to providing advice to the organization on legal issues referred and formulating the best possible legal solutions.</p> <p>3. He/she should be able to provide legal assistance while dealing with legal tasks, litigations, contracts, dispute resolution and guide the Institute.</p>
13	Academic Coordinator	One	99,000/-	63 years	<p>(a) <u>Essential</u> :- Minimum 3 years Diploma from FTII/SRFTI or equivalent reputed Institute / university in any specialization with 10 years' experience in the professional field including experience in Academic Administration / Examination in a University / Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree or equivalent in Film Studies/Media/Cultural Studies/Art History or Artistic Research from any University or Institute of repute with 8 years' experience including experience in Academic Administration/ Examination in University/Institute.</p> <p style="text-align: center;">OR</p>	<p>1. To assist Head of the Academic office (Dean) & Examination office and responsible for co-ordination of academic activities. Academic co-ordinator is also responsible for maintaining academic timelines, execution of the admission process of all courses of Film and EDM wings of SRFTI included management of all student affairs related to academics such as; Registration. Providing ID Cards, Handbook / Rulebook, Syllabus copy, Certificates (Bonafide / Course Completion). Documentation, Recordkeeping and scholarship disbursements. Examination and Result tec. In coordination with Dean of both wings and Registrar. Other responsibilities of Academic Co-ordinator are;</p> <p>2. To ensure timely implementation of curriculum and address issues if any, related to the implementation of the curriculum of all semesters / year of the courses.</p> <p>3. To ensure timely completion of assessment of each and every module, exercise, project and written examination / sessional / dissertation / script submissions etc. and also to monitor the feedback of / from the students and teachers.</p> <p>4. To monitor the functioning of the Academic Office and ensure smooth implementation of the CBCS and</p>

				<p>PHD in Film Studies/Media/Cultural Studies/Art History or Artistic Research from any University or Institute of repute with 5 years' experience including experience in Academic Administration/ Examination in University/Institute.</p> <p>(b)Desirable Knowledge of Academic Management, Scheduling of curriculum, Knowledge of Choice Based Credit System and New Education Policy, Reservation Policy and so on including experience of conducting Entrance and other examinations.</p>	<p>rationalize the credit points for specialization modules, if any by offering suggestions from time to time to all departments regarding the same.</p> <ol style="list-style-type: none"> 5. To coordinating the formulation of guidelines for exercises and projects along with Deans of both wings and all HoDs from time to time as and when required. 6. To do coordination with all the departments and provide inputs regarding the courses of Open Electives. 7. To do coordination with Head of the departments, Dean .Creating data base for quality guest faculties related to various modules in various departments and also create a data base comprising the strong points in terms of expertise of the existing faculty members. Creating parameters for academic performance by the faculty members and designing programs for faculty up gradation. 8. To work with parents, teachers and counselors to address students' behavioral, academic, and other problems. 9. To conduct and supervise examination and admission process of SRFTI and also to coordinate with FTII for JET. 10. To coordinate with Head of the departments and Deans of both wings for paper setting and evaluation of all examinations of SRFTI. o To implement as well as suggest solution / action in case of non compliance of academic discipline by the students and to coordinate with Proctor office for information on other / non – academic disciplinary issues of the students and its academic implementations. 11. To coordinate with Dean and Registrar and report the progress of each semester/year as well as examinations conducted to Director SRFTI from time to time. 12. To maintain Academic discipline at all times. 13. To perform such other duties and functions as may be assigned to him / her by Director, Dean, concerned HoD and other Authorities from time to time.
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General Terms & Conditions:-

- i. The serving Govt employees (Central or State)/ Autonomous/ PSU) who will be retiring within three months may also apply for the position subject to fulfillment of requisite qualifications and experience.
 - ii. The period of contract will be initially for a period of 1 year and may further be extended subject to functional requirement and performance appraisal.
 - iii. The contract is liable to be terminated by giving one month's notice by either side, without assigning any reason.
 - iv. The contractual engagement shall not confer any right for regularization or absorption against any post in SRFTI.
 - v. Services of superannuated faculty or employee from any Government organization, if hired on contract, then he/she will be paid consolidated emoluments per month as explained above, provided such consolidated amount plus pension/PEG does not exceed last salary drawn. There will not be any deductions/ contributions towards Provident Fund or any other pensioner contribution from either side. No other administrative/ financial benefits will be applicable to the said contract employee. However, Income Tax, Professional Tax and any other Govt. Tax will be deducted as per rules.
 - vi. The selected candidates will be required to join on immediate basis.
 - vii. The selected candidates who wish to avail staff quarter will be charged the rent as per their post/category. However, allotment of staff quarter is subject to availability.
 - viii) The contractual employees / Consultants would be entitled for leave as per extant rules of the Institute.
- Interested candidates who fulfill the above requirements may send their application in the prescribed format (given below) alongwithself attested copies of documents in support of age, educational qualifications and experience may be forwarded to the "**The Director, Satyajit Ray Film & Television Institute, E. M. Bypass Road, P.O. Panchasayar, Kolkata – 700 094**".
 - The envelope containing the application shall be superscribed with the name of Position applied for.
 - Interested candidates applying for more than one post should pay fee separately for each post.
 - Last date for submitting application form **30.10.2024**.
 - With regard to age limit, the crucial date would be the last date fixed for receipt of applications i.e. **30.10.2024**.
 - 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.
 - 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.

Note : Candidates who have applied earlier for the position of Legal Advisor against the Advertisement dated 28.11.2022 need not to apply again.

Registrar

Format for application for contractual engagement

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

Sir,

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

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

2. I would like to apply for the engagement of in Satyajit Ray Film & Television Institute, Kolkata, on contract basis. The required details are furnished below:-

01.	Name (in block letters)	
02.	Father's / Husband's Name	
03.	Present Address	
04.	Permanent Address	
05.	Date of Birth	
06.	Age as on the last date of receipt of application	
07.	Educational Qualification	
08.	Experience	
09.	Nationality	
10.	Religion	
11.	Caste	
12.	Marital Status	
13.	Contact No.	
14.	Email Address	
15.	Present Occupation, if any	
16.	Other Information, if any	

I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

- Encl: a) self-attested copy of certificate as proof of age
b) self-attested copies of certificates of qualifications
c) self-attested copy of certificate of caste
d) self-attested copies of certificates of experience
e) two copies of recent passport size photographs

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Signature of the Applicant