



**SATYAJIT RAY FILM & TELEVISION INSTITUTE, KOLKATA**  
**DEEMED TO BE UNIVERSITY under Distinct Category**  
**(MINISTRY OF INFORMATION & BROADCASTING, GOVT. OF INDIA)**  
**Phone: (033) 24329300, 24328355, 24328356**

Advt. no.: SRFTI/ RECTT./2025-26/001

Date: 26.07.2025

Applications are invited from the citizens of India for the direct recruitment to the following posts in Satyajit Ray Film & Television Institute, Kolkata (Deemed to be University) under the Ministry of Information & Broadcasting, Govt. of India.. Required educational qualification and experience is as under:-

| S/ N | Name of the Post   | No. of Post | Reser vation | Pay Scale (as per 7 <sup>th</sup> CPC) | Age Limit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Required qualification & experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Functions & Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 1)   | Professor, Editing | 01 (one)    | UR           | Level-12<br><br>(Rs.78800-209200/-)    | Not exceeding 52 years<br><br>[Relaxable upto 56 years in case of exceptionally experienced candidate in the relevant field.]<br><br>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies & Public Sector Enterprises]<br><br>[Upper age limit is not applicable for regular employees of SRFTI]<br><br>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]<br><br>[In no case (excepting the regular employees of SRFTI) upper age limit should exceed 56 years] | <b>a) <u>Essential:</u></b><br><br>i) Degree of a recognized University;<br><br>ii) Degree or POST GRADUATE Diploma in EDITING from a recognized University or Institution of repute;<br><br>iii) At least thirteen years' professional experience as Editor &/OR of teaching in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD.<br><br>OR<br><br>i) Master Degree IN ARTS (preferably in LITERATURE/ THEATRE/ FILM STUDIES) from a recognized University /INSTITUTE;<br><br>ii) At least fifteen years' professional experience as Editor including 5 years teaching in a responsible capacity in an Organization or Institution OF RESPECTIVE FIELD | <ul style="list-style-type: none"><li>o Head of the respective Department;</li><li>o Shall look after the departmental administration;</li><li>o Shall be responsible for planning/budgeting and supervising, the application of academic calendar of the department in, parity with overall academic objective;</li><li>o Shall envision the futuristic structuring of the department;</li><li>o Shall ensure dynamic teaching through innovative pedagogy;</li><li>o Shall initiate extra-curricular activities-seminars, exchanges, workshops etc;</li><li>o Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li><li>o Shall integrate all the streams of theory and practical training Page 36 of 55 within the respective department;</li><li>o Shall submit monthly reports to the Dean in respect of teaching assignments carried out;</li><li>o Shall publish a job chart indicating the allocation of jobs to the staff;</li><li>o Shall prepare and submit annual performance report of the department to the Dean;</li><li>o Shall contribute and cooperate in matters of inter-departmental requirements;</li><li>o 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>o Shall constitute a departmental Disciplinary Committee;</li><li>o 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>o Shall be accountable for the entire working of the</li></ul> |

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|    |                                               |          |    |                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <p><b>b) Desirable:</b></p> <p>i) Administrative or Managerial experience;</p> <p>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>                                                                                                                                                                                                                                                                                                                                             | <p>department;</p> <ul style="list-style-type: none"> <li>○ Shall ensure completion of courses on schedule;</li> <li>○ Shall modify/change the academic guideline for smooth functioning of the department without interfering with other departments, in consultation with Dean.</li> <li>○ Shall assist in Admissions</li> <li>○ Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.</li> <li>○ 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.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 2) | Assistant Professor, Sound Recording & Design | 01 (one) | UR | Level – 10<br>(Rs.56100-177500/-) | <p>Not exceeding 37 years</p> <p>Relaxable upto 42 years in case of exceptional candidates</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises].</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Degree or post graduate Diploma or equivalent in Sound Recording from a recognized University or Institute;</p> <p>iii) At least three years' professional experience as Sound Recordist in film/TV and/or teaching experience in Sound Recording in reputed organization or institution</p> <p><b>b) Desirable</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> | <ul style="list-style-type: none"> <li>○ Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices AND new emerging Digital/ Electronic Media, as applicable;</li> <li>○ Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</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 like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li>○ Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</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 by the Institute;</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 an assessment board;</li> <li>○ Shall prepare result and undertake related jobs;</li> <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 Department's equipment;</li> <li>○ Shall supervise projects and report to HOD.</li> <li>○ Shall perform such other duties and functions as may be assigned to him by Director, Dean, concerned HOD and other Authorities.</li> </ul> |

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| 3) | Animator           | 01<br>(one) | UR | Level – 7<br><br>(Rs.44900-142400/-) | <p>Not exceeding 32 Years</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p><b>a) <u>Essential:</u></b></p> <p>i) Degree in Fine Arts from a recognized University or Institution or equivalent;</p> <p>ii) Certificate/Diploma in 3D Animation Software and Computer Graphics (minimum 6 months course) from a recognized University or Institution.</p> <p>iii) At least three years' experience in Animation/ Graphics in an Organization or Institution connected with Film/TV Graphics/Training.</p>                | <ul style="list-style-type: none"> <li>○ Specific practical training/demonstration particularly in new emerging Digital/ Electronic Media- Animation;</li> <li>○ To conduct other practical classes and training schedules as per departmental requirements;</li> <li>○ Responsible for one-to-one student guidance;</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>                                                                                                                                                                                                                                                                                                                                                                                                    |
| 4) | Personal Assistant | 01<br>(one) | UR | Level – 6<br><br>(Rs.35400-112400/-) | <p>Not exceeding 32 Years</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI]</p> | <p><b>a) <u>Essential:</u></b></p> <p>i) Degree of a recognized University with certificate in Stenography from a recognized Institute;</p> <p>ii) With minimum speed of 100/40 w.p.m. in English Shorthand/ Typewriting;</p> <p>iii) Knowledge of Computer.</p> <p><b>b) <u>Desirable:</u></b></p> <p>i) Previous experience in the related in a Govt. Office or a Commercial Organization of repute.</p> <p>ii) Diploma in secretary ship</p> | <ul style="list-style-type: none"> <li>○ Taking dictations in shorthand and transcribe them;</li> <li>○ To receive and open mail and submit it to superiors for information and further action;</li> <li>○ To maintain diary to note time, date and place of meetings and other engagements for superior;</li> <li>○ To remind superiors of engagements and accompany him if required;</li> <li>○ To attend to routine enquires in person in writing or over phone;</li> <li>○ To receive visitors and arrange their interviews with superiors;</li> <li>○ To keep important and confidential records;</li> <li>○ To attend to routine correspondence on behalf of superiors;</li> <li>○ To assist the concerned officer in his/her day-to-day activities;</li> <li>○ To perform such other duties and functions as assigned to him/her by the concerned Officers from time to time.</li> </ul> |

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| 5) | Camera Assistant     | 01 (one) | UR | Level – 4<br>(Rs.25500-81100/-) | <p>Not exceeding 27 years</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises].</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[For Casual Workers with Temporary Status and Contractual employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI as Casual Worker and Contractual employee]</p> | <p><b>a) Essential:</b></p> <p>i) Matriculation from a recognized Board, or equivalent;</p> <p>ii) At least three years' experience as Camera attendant for both Film Camera and Digital Equipment in a cinema shooting Studio/Organisation.</p> <p><b>b) Desirable:</b></p> <p>i) Experience of basic maintenance of cine-camera and equipment.</p> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p>                                                                                                                                | <ul style="list-style-type: none"> <li>Looking after Camera and other equipment, and regular maintenance, help etc. watch and ward duty;</li> <li>To provide skilled assistance to technical requirement of students during projects –setting-up of camera AND shifting AND organizing/ fixing accessories,</li> <li>Day-to-day care/ cleaning/ routine-maintenance of camera-equipment.</li> <li>To facilitate technical works required in studios/workshops/shootings while working alongside students under training.</li> <li>Shall be responsible for the safety/security of the equipment and crew/students involved in shooting.</li> <li>Shall perform such other duties and functions as may be assigned to him by seniors.</li> </ul> |
| 6) | Projection Assistant | 01 (one) | UR | Level – 2<br>(Rs.19900-63200/-) | <p>27 years</p> <p>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p>                                                                                                                                                                                                                                              | <p><b>a) Essential:</b></p> <p>i) Matriculation or equivalent of a recognized Board;</p> <p>ii) Certificate of competence or License in Film Projection issued by the Competent Authority;</p> <p>iii) At least THREE years' experience as an Assistant Projection Room Operator or Projectionist in a Commercial Cinema Hall or Govt. Organization.</p> <p><b>b) Desirable:</b></p> <p>i) Experience of handling and operating Cinema Projection Equipment of different types.</p> <p><b>(Candidates are required to produce evidence of work done/ experience)</b></p> | <ul style="list-style-type: none"> <li>To provide skilled assistance to the Projection Room Operator/ Senior Projectionist for technical requirement- of film projection, analogue AND digital; film shifting/ carriage AND preparing/fixing/operating film projection accessories, day-to-day care/cleaning of projection equipment;</li> <li>To facilitate technical works required in film projection during events/students' projects while working alongside students under training;</li> <li>Watch and ward duty in those technical areas and shall remain responsible for safety/security of the related equipment.</li> <li>Shall perform such other duties as may be assigned to him by the seniors.</li> </ul>                       |

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|  |  |  |  |  | <p>[In case of Casual Workers With Temporary Status or Contractual Employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI as Casual Worker With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p> |  |  |
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| 7) | Lighting Assistant | 01 (one) | UR | Level – 2<br>(Rs.19900-63200/-) | <p>27 years<br/>[Relaxable for Government servants (other than SRFTI employees) as per Govt. of India's extant orders. Same relaxation would also be admissible to the employees of Central/State Autonomous Bodies &amp; Public Sector Enterprises]</p> <p>[Upper age limit is not applicable for regular employees of SRFTI]</p> <p>[In case of Casual Workers With Temporary Status or Contractual Employees of SRFTI only, upper age limit is relaxable by the number of years of service rendered by them in SRFTI as Casual Worker With Temporary Status or Contractual employee, as the case may be]</p> <p>[Upper age limit is further relaxable, if any one of them had served SRFTI as Casual Labour before being re-designated as Casual Worker With Temporary Status or Contractual employee, as the case may be and if such service is at least for 240 days in a year (including broken periods of service) for minimum 2 years continuously. The total number of days of such service of 240 days or more in a year shall be added together and the cumulative period is entitled for such additional relaxation of upper age limit]</p> | <p><b>a) <u>Essential:</u></b></p> <p>i) Matriculation of a recognized Board, or equivalent, or ITI (Electrical) passed</p> <p>ii) A relevant License issued by the Competent Authority to work in 3 phase 440 volt electric line.</p> <p>iii) At least FOUR years' experience in related field in a Film Studio or equivalent Organisation of repute.</p> <p><b>(Candidates are required to produce evidence of work done)</b></p> | <ul style="list-style-type: none"> <li>○ To provide skilled assistance to technical requirement of Set lighting and shifting/fixing lights;</li> <li>○ Operating shooting related electrical lights/accessories;</li> <li>○ Day-to-day care/maintenance of shooting-lights;</li> <li>○ To facilitate technical works required in studios/workshops/shootings while working alongside students under training;</li> <li>○ Watch and ward duty in the above technical areas and shall remain responsible for safety/security of the related equipment;</li> <li>○ Other works allotted by the seniors.</li> </ul> |
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## **GENERAL TERMS & CONDITIONS**

- Interested candidates who fulfill the above requirements shall apply through online application form only. The link to the application form is <https://forms.gle/DPEQsXvzasPFFZocA>. 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 filled application (Google response receipt on email) along with copy of all requisite documents shall have to forward to **The Registrar, Satyajit Ray Film & Television Institute, EM Bypass Road, Panchasayar, Kolkata - 700094** within 11.09.2025 (upto 5 pm.).
- 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: **25.08.2025 (upto 5 pm.)** and the last date of receiving hard copy of the application form is **11.09.2025 (upto 5 pm.)**.
- With regard to age limit, the crucial date would be the last date fixed for receipt of application i.e. **25.08.2025**
- Experience for each post will be counted post education qualifications (degree/diploma/certificate/License/ Stenography Certificate) with Supporting documents.
- Applicants must upload a copy of the **Stenography Certificate** for the post of Personal Assistant, a **Certificate/Diploma in 3D Animation Software and Computer Graphics** for the post of Animator, and a **valid License** for the posts of Projection Assistant and Lighting Assistant along with the application form.
- The **Experience Certificate** must be uploaded in the application form for all posts where experience is a mandatory requirement.
- Those already employed under Government/Semi-Government/Public Sector/Autonomous Institutes, should apply through proper channel. However, the candidate may send advance copy of the application to this Institute within last date of receipt of application i.e. 25.08.2025.
- Age relaxation will be given to the applicants under SC/ST/OBC/PWD category as per Govt. of India rules. With regard to upper age limits, the crucial date would be the last date fixed for receipt of applications i.e. 25.08.2025.
- Those who already applied for the post of Projection Assistant, Lighting Assistant, Camera Assistant against the advertisement published in the newspaper on 27.07.2024 and Projection Assistant against the advertisement published in the newspaper on 22.04.2023, need not to apply again.
- 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 written examination, trade test and/or interview (as applicable). The decision of the Institute in this regard will be final and binding.

