



BIJU PATTANAİK
FILM & TELEVISION INSTITUTE OF ORISSA
BOSE Campus, Cuttack-753 007
Tel No. 0671-2413968, email : misbpftio@gmail.com



CONTRACTUAL ENGAGEMENT

Applications are invited from the eligible candidates for the following teaching and non teaching post purely on **contractual basis**. The tenure of engagement is for 3 years for teaching and 1 year for non teaching post. The **contractual engagement** will confer no right to claim the post on regular basis.

Sl No.	Name of post	No. of Post	Consolidated Salary per month	Upper age limit as on 01.05.2023
1.	Professor, Sound Recording (Sound Capture and Processing)	01	Rs.1,36,516/-	60
2.	Accounts and Administrative Consultant	01	Rs.30,000/-	65

Last date for submitting Application form : **5.00 PM on 30.05.2023.**

Authority reserves the right to cancel advertisement and the entire process of selection without assigning any reason thereof.

Sd/- Director

TERMS AND CONDITIONS

- I. Duration of Empanelment : Selected candidates will be empanelled for 3 years. Appointment will be made for a period of 1 year initially. However, the decision of the Institute in respect of duration of the contract within the period of empanelment will be final.
- II. Experience for each post will be counted post the required educational qualification (degree/ diploma / certificate)
- III. BPFTIO strives to have a workforce which reflects gender equality.
- IV. The application fees of Rs.1200/- for teaching post and Rs.600/- for non teaching post which is to be submitted through RTGS.
- V. Filled in Application forms should be submitted in the email : misbpftio@gmail.com
- VI. List of eligible candidates will be displayed on BPFTIO website on 20.06.2023.
- VII. Online interview will be held on last week of June. During the interview, candidate for the post of Professor may have to deliver a lecture on the concerned subject.

**1. Name of Post : Professor Sound Recording (Sound Capture and Processing)
(01 Post)**

Consolidated Salary – Rs.1,36,516/- pm

Upper Age limit – 60 years

Term – 3 years

Required qualification and experience :

a) Essential:

- i) Degree of a recognized University;
- ii) Degree or Post Graduate Diploma in Audiography/ Sound Recording / Engineering from a recognized University or Institution of repute;
- iii) At least thirteen years' professional experience as Sound Recordist /Recording Engineer and/or teaching in a responsible capacity in an Organization or Institution of respective field OR i) Master Degree in science (preferably in physics/ acoustics/ electronics) from a recognized University / institute; ii) At least fifteen years' professional experience as Sound Recordist /recording Engineer.

b) Desirable :

- i) Administrative or Managerial experience.
- ii) Knowledge of film and TV media and latest Technical Developments in the field.

Teaching experience.(Candidates are required to produce evidence of professional work done)

Duties :

Executive In-charge of the Academic programme;

- Ex-officio member of all academic activity-related committees formed by the Governing body;
- Authority to approve academic programme 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/BOS;
- To ensure implementation of the decisions taken in the meeting of the Academic Council after due approval of the Governing body;

- 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 Beneficial 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;
- Shall draw out an annual calendar of academic and associated activities and ensure it's 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 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 assign specific jobs to subordinates in the academic departments,
- Shall issue warning & reprimands to students, where necessary;
- 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 body.
- 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 Beneficial 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;
- Shall draw out an annual calendar of academic and associated activities and ensure its Adherence.
- 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,
- Shall issue warning & reprimands to students, where necessary;
- 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 and other authorities from time to time.

2. Name of Post : Accounts and Administration consultant

Consolidated Salary – Rs.30,000/- pm

Upper Age limit – 65 years

Term – 1 year

Eligibility Criteria & Experience :

1. Retired from State Government Service of Odisha (Not below the position of Establishment Officer)
2. Experience :
 - a) 20 years of experience in establishment related work in Government office/ organisation dealing with skill development & technical education department.

- b) Minimum 3 years of experience in an organisation dealing with assessment/
examination

Bank Details for payment of Application Fees:

1. Name : Director BPFTIO, Cuttack
2. Name of the Bank : Union Bank of India
3. Branch : Mangalabag, Cuttack
4. Account Number : 084110100039744
5. IFSC Code : UBIN0808415

BIJU PATTANAİK FILM & TELEVISION INSTITUTE OF ORISSA

BOSE Campus, Cuttack, Odisha
 (An Autonomous Institution of Govt.of Odisha)

Advertisement No.

Post Applied for

Please affix a recent
 passport size
 photograph

1. Full Name: Gender: Marital status:

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2. Father's/Husband's Name (Strike out whichever is not applicable)

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3. Address: for correspondence

4. Address: Permanent

5. Contact details

E-Mail:																		
Telephone:	Office:													Residence:				

6. DATE OF BIRTH (in figures) Day Month Year

AGE as on 01.04.2016 ___ Year ___ Months ___ Days

7. Academic Record starting with highest degree upto standard X : (Please attach self attested photo copies of certificates/Mark Sheets)

Course	Name of College / University / Institute/Board	Branch/ Specialization Degree/Diploma	Course Duration	%age of marks/DGPA/ CGPA

N.B: In case of DGPA/CGPA equivalent % or conversion factor of concerned University/Institute is to be given with proof.

8. Employment (Particulars of your past positions starting with present employment)

Employer	Position held	Exact Date of employment		Total experience in number of months	Scale of Pay	Nature of Duties Research / Industry / Teaching	How relevant is your experience to post applied: highly / partially / marginally / not relevant
		From	To				

9. Total years of experience in relevant field :

Contd.....

10. Special Awards/Honours received, if any

Year	<i>Name of award / honour</i>	Name of organization

11. Please mention research paper publications, if any.
(Separate sheet should be attached)

12. Please mention professional training, if any.
(Separate sheet should be attached)

13. Please mention paper presentation in
Seminars/ conferences, if any
(Separate sheet should be attached)

14. Please mention about the participation in seminar / workshop ,if any
(Separate sheet should be attached)

15. Please mention other information , if any

I, hereby, declare that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

Place :

Date : *(Signature of the Candidate)*

Enclosures-

1.

2.

3.

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Application Form for contractual engagement of Retired Government Employee for the post of Accounts and Administrative Consultant at BPFTIO, Cuttack.

Affix Passport
size Photo

1.	Name	
2.	Father's / Husband Name	
3.	Date of Birth	
4.	Date of Retirement (copy of retirement order)	
5.	Whether retired on attending the age of superannuation or retired Voluntary	
6.	Educational Qualification	
7.	Home District	
8.	Permanent Address	
9.	Present Address	
10.	Telephone / Mobile/ Email ID	
11.	Last Post Held	
12.	Last pay drawn	
13.	Date of Entry into Government Service	
14.	Post held during the service period along with tenure (attach separate sheet)	
15.	Whether re-employed by any other department	

16.	Whether any criminal case or vigilance inquiry or Departmental proceeding against the applicant. If yes, did it lead to conviction / imposition of punishment / if still pending (details to be indicated)	
17.	Any other relevant information	

DECLARATION

I Shri / Smt....., son of / wife of do hereby solemnly declare that the information furnished above are true and correct to the best of my knowledge. If any time the information is found to be incorrect, I will be liable to be dis-engaged from re-employment without assigning any reason thereof.

Place

Date

Signature of the Applicant