



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 post purely on **contractual basis under PMU**. The tenure of engagement is for 3 years. 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 01.08.2023
1.	Professor (Editing)	01	Rs.1,36,516/-	65

1. For qualification and job responsibility and application format visit www.bpftio.org
2. Last date for submitting Application form : **5.00 PM on 30.08.2023.**

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

Sd/- Director

BIJU PATTANAİK
FILM & TV.INSTITUTE OF ODISHA,
(An Autonomous Institution of Government of Odisha)
Tel No. 0671-2413968, email : misbpftio@gmail.com

No. 1042 Dt.09.08.2023

CONTRACTUAL ENGAGEMENT

Applications are invited from the eligible candidates for post of **Professor (Editing)** purely on **contractual basis under PMU**. The **contractual engagement** will confer no right to claim the post on regular basis. For details visit www.bpftio.org

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/- which is to be submitted through RTGS.
- V. Filled in Application forms should be submitted in the email : misbpftio@gmail.com
- VI. Online interview will be held between 1st September to 8th September, 2023. During the interview, candidate may have to deliver a lecture on the concerned subject.

1. Name of Post : Professor Editing (01 Post)

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

Upper Age limit – 65 years

Term – 3 years

Required Qualification & Experience :

a) Essential:

- I. Degree of a recognized University.
- II. Post Graduate Diploma /Degree(of at least two years duration) in cinema/ television/ Electronic & Digital media from a Film Institute of National level or recognized University or reputed Institute
- III. At least thirteen years professional experience in a responsible capacity in Cinema / Television Production / training including two years' of administrative or managerial experience in a reputed organization or recognized institution.
- IV. Good knowledge of computer graphics – motion graphics, photo editing, integration of computer graphics with live action footage.

b) Desirable:

- I. Teaching experience;
- II. Good knowledge of current Industry Post Production Workflow
- III. Good knowledge of Indian and International Television & OTT channel Programme.

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.

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 01.08.2023 ___ 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-

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