

**K.R.NARAYANAN NATIONAL INSTITUTE OF VISUAL SCIENCE AND ARTS, KOTTAYAM**

**(An Educational Institution established by Govt. of Kerala)**

**Phone: 0481 2706100,2706112**

**RECRUITMENT (ON CONTRACT BASIS) NOTIFICATION**

**No.27/A1/KRNNIVSA/2021**

**Date: 10.12.2021**

K. R. Narayanan National Institute of Visual Science & Arts is an audio/visual training and research institute established by the Government of Kerala under the administrative control of Higher Education Department. At present, the Institute is indulged with academic programmes in the disciplines of Script Writing & Direction, Cinematography, Editing, Audiography, Animation and Visual Effects and Acting . The Institute invites applications from eligible citizens of India for appointment to the following posts purely on contract basis.

<b>Sl.No.</b>	<b>Name of Post</b>	<b>Department</b>	<b>Number of vacancy</b>
<b>1.</b>	<b>Dean</b>	<b>-</b>	<b>01</b>
<b>2.</b>	<b>Assistant Professor</b>	<b>Cinematography</b>	<b>01</b>
<b>3.</b>	<b>Associate Professor</b>	<b>Editing</b>	<b>01</b>
<b>4.</b>	<b>Assistant Professor</b>	<b>Editing</b>	<b>01</b>
<b>5.</b>	<b>Professor</b>	<b>Audiography</b>	<b>01</b>
<b>6.</b>	<b>Associate Professor</b>	<b>Audiography</b>	<b>01</b>
<b>7.</b>	<b>Associate Professor</b>	<b>Script Writing &amp; Direction</b>	<b>01</b>
<b>8.</b>	<b>Assistant Professor</b>	<b>Script Writing &amp; Direction</b>	<b>01</b>

**Details of each position/post:**

<b>Sl. No</b>	<b>Name of the Post</b>	<b>Consolidated remuneration per month (Rs.)</b>	<b>Educational and other qualifications required</b>	<b>Duties</b>
<b>01</b>	<b>Dean</b>	A consolidated emolument commensurate with experience; but not less than that of Professor	<ul style="list-style-type: none"> <li>i) Degree or Degree/PG Equivalent from a recognized University/Institution.</li> <li>ii) Post Graduate Degree / Diploma from a renowned film institute.</li> <li>iii) Minimum 15 years of professional or teaching experience is required. The teaching experience shall be from institutions such as FTII Pune, SRFTI, Adayar Film Institute or similar national or international Institutes. Out of 15 years of professional and teaching experience, a minimum of 4 years of experience shall be as Professor/Head of the Department in the above mentioned Institutes.</li> </ul>	He / she shall be responsible to co-ordinate all the academic activities of various Departments of the Institute viz. Script Writing & Direction, Cinematography, Editing, Animation & Visual Effects, Audiography and Acting and to plan and organize the conduct of various examinations and related matters. Shall exercise such other powers and perform such other duties and functions as assigned by the Director of the Institute, as amended from time to time.

02	<b>Assistant Professor, Cinematography</b>	50,000/-	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized University;</p> <p>ii) Post Graduate Degree or Diploma or equivalent in Cinematography from a recognized University or Institute;</p> <p>iii) At least 5 years' post qualification professional experience as Cinematographer in film/TV and/or teaching experience in Cinematography in a reputed organization or institution.</p> <p><b>b) Desirable:</b></p> <p>iv) Working knowledge in Computer.</p> <p>v) Good knowledge of Film and TV media in India and abroad</p> <p>vi) National/state awardees would be given due consideration</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Specific theoretical teaching in the respective subjects in integrated course/specialization in conventional Film practices</li> <li><input type="checkbox"/> <b>and</b> new emerging Digital/ Electronic Media, as applicable;</li> <li><input type="checkbox"/> Shall conduct other practical classes and training schedules as per Departmental requirements and routine/programme;</li> <li><input type="checkbox"/> Shall be responsible for one-to-one student guidance;</li> <li><input type="checkbox"/> Shall co-operate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li><input type="checkbox"/> Shall prepare &amp; publish class routine workshop/project/exercise as per schedule;</li> <li><input type="checkbox"/> Shall conduct examination(s) and perform related work in any examination;</li> <li><input type="checkbox"/> Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li><input type="checkbox"/> Shall undertake internal assessment of students;</li> <li><input type="checkbox"/> Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li><input type="checkbox"/> Shall prepare result and undertake related jobs;</li> <li><input type="checkbox"/> Shall perform the duties with regard to the admission of the students;</li> <li><input type="checkbox"/> Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li><input type="checkbox"/> Shall supervise projects and report to HoD concerned..</li> <li><input type="checkbox"/> Shall perform such other duties and functions as may be assigned to him/her by the Director, Dean, concerned HoD and other Authorities.</li> </ul>
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03	<b>Associate Professor, Editing</b>	93,000/-	<p><b>a) Essential:</b>  i) Degree of a recognized University  ii) Degree or Post Graduate Diploma in Editing from a recognized University or Institution of repute;  iii) At least ten years' Post qualification professional experience / teaching in the field of Editing in an Organization or Institution</p> <p><b>b) Desirable:</b>  i. Post graduate teaching experience in Editing in Institution /organisation of repute  ii. National/state awardees would be given due consideration</p> <p>(Candidates are required to produce evidence of professional works done)</p>	<p>Shall implement the syllabus in tune with academic goal of the department;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;</li> <li><input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics;</li> <li><input type="checkbox"/> Shall be especially responsible for regular upgrading and assessment of the students;</li> <li><input type="checkbox"/> Shall ensure proper utilization of existing physical &amp; human resources;</li> <li><input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;</li> <li><input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme;</li> <li><input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training;</li> <li><input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;</li> <li><input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;</li> <li><input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;</li> <li><input type="checkbox"/> Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon;</li> <li><input type="checkbox"/> Shall supervise, co-ordinate and ensure completion of courses on schedule;</li> <li><input type="checkbox"/> Shall make arrangements for holding examination(s);</li> <li><input type="checkbox"/> Shall take necessary follow up action for expeditious publication of results;</li> <li><input type="checkbox"/> Shall submit proposals suggested for inclusion in annual budget;</li> <li><input type="checkbox"/> Shall take effective measures in regard to the Admission of the students;</li> <li><input type="checkbox"/> Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation;</li> <li><input type="checkbox"/> Shall perform such other duties and functions as assigned to him/her by the Academic Bylaws of the</li> </ul>
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				Institute, as amended from time to time, and as may be assigned to him/her by the Director/Dean/concerned HOD and other authorities from time to time;
04	<b>Assistant Professor, Editing</b>	<b>50,000/-</b>	<p><b>a)Essential:</b>  a. Degree from a recognized University/institution;  b. Post Graduate Degree or Diploma in Editing from a recognized University or Institute;  c. At least 5 years' post qualification professional experience as Editor in film/TV and/or teaching experience in Editing in a reputed organization or institution</p> <p><b>b) Desirable:</b>  i. Working knowledge in Computer. Good knowledge of Film and TV media in India and abroad  ii. National/state awardees would be given due consideration</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<p>Specific theoretical teaching in the respective subjects in integrated course/specialization in conventional Film practices <b>and</b> new emerging Digital/ Electronic Media, as applicable;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall conduct other practical classes and training schedules as per Departmental requirements and routine/programme;</li> <li><input type="checkbox"/> Shall be responsible for one-to-one student guidance;</li> <li><input type="checkbox"/> Shall co-operate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li><input type="checkbox"/> Shall prepare &amp; publish class routine and workshop/project/exercise as per schedule;</li> <li><input type="checkbox"/> Shall conduct examination(s) and perform related works in any examination;</li> <li><input type="checkbox"/> Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li><input type="checkbox"/> Shall undertake internal assessment of students;</li> <li><input type="checkbox"/> Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li><input type="checkbox"/> Shall prepare result and undertake related jobs;</li> <li><input type="checkbox"/> Shall perform the duties with regard to the admission of the students;</li> <li><input type="checkbox"/> Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li><input type="checkbox"/> Shall supervise projects and report to HoD concerned.</li> <li><input type="checkbox"/> Shall perform such other duties and functions as may be assigned</li> </ul> <p>To him/her by the Director, Dean, concerned HoD and other Authorities.</p>

				<ul style="list-style-type: none"> <li><input type="checkbox"/> Shall be responsible for one-to-one student guidance;</li> <li><input type="checkbox"/> Shall co-operate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</li> <li><input type="checkbox"/> Shall prepare &amp; publish class routine and workshop/project/exercise as per schedule;</li> <li><input type="checkbox"/> Shall conduct examination(s) and perform related works in any examination;</li> <li><input type="checkbox"/> Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</li> <li><input type="checkbox"/> Shall undertake internal assessment of students;</li> <li><input type="checkbox"/> Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</li> <li><input type="checkbox"/> Shall prepare result and undertake related jobs;</li> <li><input type="checkbox"/> Shall perform the duties with regard to the admission of the students;</li> <li><input type="checkbox"/> Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</li> <li><input type="checkbox"/> Shall supervise projects and report to HoD concerned.</li> <li><input type="checkbox"/> Shall perform such other duties and functions as may be assigned</li> </ul> <p>To him/her by the Director, Dean, concerned HoD and other Authorities.</p>
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05	<b>Professor, Audiography</b>	1,00,000 /-	<p><b>a) Essential:</b></p> <p>i) Degree from a recognized University/institution;</p> <p>ii) Post Graduate Degree or Diploma in Sound Recording/ Audiography from a recognized University or Institution of repute;</p> <p>At least <b>15</b> years' post qualification professional experience in the field of Audiography Sound Recordist in film/TV and/ in an Organization and/or teaching experience in the field of Audiography Sound Recordist</p> <p><b>b) Desirable:</b></p> <p>i) Administrative or Managerial experience.</p> <p>ii) Expertise in latest technical &amp; curricular development in the field.</p> <p>III) National/state awardees would be given due consideration</p> <p><b>(Candidates are required to produce evidence of teaching, case studies &amp; portfolio of independent creative samples)</b></p>	<ul style="list-style-type: none"> <li>· Head of the respective Department;</li> <li>· Shall look after the Departmental administration;</li> <li>· Shall be responsible for planning/budgeting and supervising the application of academic calendar of the Department on a par with overall academic objective;</li> <li>· Shall envision the futuristic structuring of the Department;</li> <li>· Shall ensure dynamic teaching through innovative pedagogy;</li> <li>· Shall initiate extracurricular activities - seminars, exchanges, workshops etc;</li> <li>· Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching;</li> <li>· Shall integrate all the streams of theory and practical training within the respective Department;</li> <li>· Shall submit monthly reports to the Dean in respect of the teaching assignments carried out;</li> <li>· Shall publish a job chart indicating the allocation of jobs to the staff;</li> <li>· Shall prepare and submit annual performance report of the Department to the Dean;</li> <li>· Shall contribute and co-operate in matters of inter-departmental requirements;</li> <li>· 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>· Shall be accountable for the entire working of the Department;</li> <li>· Shall ensure completion of courses as per schedule;</li> <li>· Shall assist in admission procedures</li> <li>· Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute.</li> </ul> <p>Shall exercise such other powers and perform such other duties and functions as assigned to him/her by the Director of the Institute, as amended from time to time.</p>
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06	Associate Professor, Audiography	93,000/-	<p>a) <b>Essential:</b></p> <p>a. Degree from a recognized University/institution;</p> <p>b. Post Graduate Degree or Diploma in Sound Recording/ Audiography from a recognized University or Institution of repute;</p> <p>At least <b>10</b> years' post qualification professional experience in the field of Audiography Sound Recordist in film/TV and/ in an Organization and/or teaching experience in the field of Audiography Sound Recordist</p> <p>b) <b>Desirable:</b></p> <p>i. Administrative or Managerial experience.</p> <p>ii. Expertise in latest technical &amp; curricular development in the field.</p> <p>iii. National/state awardees would be given due consideration</p> <p><b>(Candidates are required to produce evidence of teaching, case studies &amp; portfolio of independent creative samples)</b></p>	<p>Shall implement the syllabus in tune with academic goal of the department;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;</li> <li><input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics;</li> <li><input type="checkbox"/> Shall be especially responsible for regular upgrading and assessment of the students;</li> <li><input type="checkbox"/> Shall ensure proper utilization of existing physical &amp; human resources;</li> <li><input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;</li> <li><input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme;</li> <li><input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training;</li> <li><input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;</li> <li><input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;</li> <li><input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;</li> <li><input type="checkbox"/> Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon;</li> <li><input type="checkbox"/> Shall supervise, co-ordinate and ensure completion of courses on schedule;</li> <li><input type="checkbox"/> Shall make arrangements for holding examination(s);</li> <li><input type="checkbox"/> Shall take necessary follow up action for expeditious publication of results;</li> <li><input type="checkbox"/> Shall submit proposals suggested for inclusion in annual budget;</li> <li><input type="checkbox"/> Shall take effective measures in regard to the Admission of the students;</li> <li><input type="checkbox"/> Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation;</li> <li><input type="checkbox"/> Shall perform such other duties and functions as assigned to him/her by the Academic Bylaws of the Institute, as amended from time to time, and as may be assigned to him/her by the Director/Dean/concerned HOD and other authorities from time to time;</li> </ul>
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07	<b>Associate Professor, Script Writing &amp; Direction</b>	93,000/-	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Post Graduate Degree or Diploma in Film Direction/ Script writing from a recognized University or Institution of repute;</p> <p>iii) at least <b>10</b> years' post qualification</p> <p>professional experience and/or teaching in the Field of Film Direction/ Script writing in an Organization or Institution engaged in training or production</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>iv) National/state awardees would be given due consideration</p> <p><b>(Candidates are required to produce evidence of teaching, case studies &amp; portfolio of independent creative samples)</b></p>	<p>Shall implement the syllabus in tune with academic goal of the department;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shall coordinate the workshops, guest lecturers, special sessions; making schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;</li> <li><input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics;</li> <li><input type="checkbox"/> Shall be especially responsible for regular upgrading and assessment of the students;</li> <li><input type="checkbox"/> Shall ensure proper utilization of existing physical &amp; human resources;</li> <li><input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;</li> <li><input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme;</li> <li><input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training;</li> <li><input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;</li> <li><input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;</li> <li><input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;</li> <li><input type="checkbox"/> Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon;</li> <li><input type="checkbox"/> Shall supervise, co-ordinate and ensure completion of courses on schedule;</li> <li><input type="checkbox"/> Shall make arrangements for holding examination(s);</li> <li><input type="checkbox"/> Shall take necessary follow up action for expeditious publication of results;</li> <li><input type="checkbox"/> Shall submit proposals suggested for inclusion in annual budget;</li> <li><input type="checkbox"/> Shall take effective measures in regard to the Admission of the students;</li> <li><input type="checkbox"/> Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation;</li> <li><input type="checkbox"/> Shall perform such other duties and functions as assigned to him/her by the Academic Bylaws of the Institute, as amended from time to time, and as may be assigned to him/her by the Director/Dean/concerned HOD and other authorities from time to time;</li> </ul>
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08	<b>Assistant Professor, Script Writing &amp; Direction</b>	50,000/-	<p><b>a) Essential:</b></p> <p>i) Degree of a recognized University;</p> <p>ii) Post Graduate Degree or Diploma in Film Direction/ Script writing from a recognized University or Institution of repute;</p> <p>At least 5 years' post qualification professional experience and/or teaching in the Field of Direction of Film / Script writing in an Organization or Institution engaged in training or production</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>iii) National/state awardees would be given due consideration</p> <p><b>(Candidates are required to produce evidence of teaching, case studies &amp; portfolio of independent creative samples)</b></p>	<p><input type="checkbox"/> Specific Theoretical teaching in respective subjects in integrated course/specialization in conventional Film practices <b>and</b> new emerging Digital/ Electronic Media, as applicable;</p> <p><input type="checkbox"/> Shall conduct other practical classes and training schedules as per departmental requirements and routine/programme;</p> <p><input type="checkbox"/> Shall be responsible for one-to-one student guidance;</p> <p><input type="checkbox"/> Shall cooperate and assist in carrying out the functions relating to the educational responsibilities like regular classes, projects, workshops, lab visits, study tours, etc.;</p> <p><input type="checkbox"/> Shall prepare &amp; publish class routine and workshop/project/exercise schedule;</p> <p><input type="checkbox"/> Shall conduct examination(s) and perform related work in any examination;</p> <p><input type="checkbox"/> Shall evaluate answer scripts of students for respective examinations conducted by the Institute;</p> <p><input type="checkbox"/> Shall undertake internal assessment of students;</p> <p><input type="checkbox"/> Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board;</p> <p><input type="checkbox"/> Shall prepare result and undertake related jobs;</p> <p><input type="checkbox"/> Shall perform the duties with regard to the admission of the students;</p> <p><input type="checkbox"/> Shall ensure preventive maintenance and smooth running condition of the Department's equipment;</p> <p><input type="checkbox"/> Shall supervise projects and report to HOD.</p> <p><input type="checkbox"/> Shall perform such other duties and functions as may be assigned to him/her by Director, Dean, concerned HOD and other Authorities.</p>
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Interested candidates who fulfil the above requirements may send their neatly typed application on plain paper in the prescribed format with self-attested copies of certificate(s) : proof of age, qualifications, experience etc. and two copies of recent passport size photographs, addressed to “**The Director, K.R.Narayanan National Institute of Visual Science and Arts, Thekkumthala, Kanjiramattom P.O., Kottayam, PIN-686 585**”, along with a Demand Draft (**non-refundable**) of Rs. 1000/- drawn in favour of “**The Director, K. R. Narayanan National Institute of Visual Science and Arts**”, payable at **Kottayam**. The application shall reach the office of the Institute **on or before 31.12.2021**.

The envelope shall be *super scribed* with the name of the post applied for.

Interested candidates applying for more than one post, have to submit separate application (along with separate Demand Draft) for each post.

**NOTES:-**

- The number of posts mentioned in the notification include both existing and anticipated vacancies.
- Selected candidates will be empanelled for 02 years.
- Appointments will be made from the empanelled candidates as to the requirement of filling the vacancy and as per the decision of the Institute.
- Appointments will be made normally for a period of one year initially.
- No interim queries will be entertained. The Institute Authority reserves the right to reject any/all applications without assigning any reason whatsoever.
- 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 engagement of the selected candidates will be governed by the provisions in Appendices I and VIII of Kerala Service rules.
- The decision of the Institute in this regard will be final and binding.

**DIRECTOR**