

**K R NARAYANAN NATIONAL INSTITUTE OF VISUAL SCIENCE & ARTS**  
(DEPARTMENT OF HIGHER EDUCATION)

Govt of Kerala

The Institute invites applications for recruitment to the post of Administrative officer, Junior Superintendent and Accountant on short-term contract basis. The candidate eligible for the posts can apply with detailed bio-data so as to reach the office of the Institute **on or before 10.03.2022.**

**Details of Vacancy**

<u>Name of the Posts</u>	<u>No. of Vacancies</u>	<u>Qualification and Experience</u>	<u>*Application fee (in Rs)</u>
Administrative Officer	One	He/she shall be a person retired from Kerala State Govt. service at a grade not below the rank of a Joint-Secretary/Or an officer retired from Central Govt film establishments, at a level not below the rank of an Under Secretary. He/she shall be well experienced in processing governmental filing system, preferably online (DDFS), and knowledgeable about Govt rules & procedures.	500/-
Junior Superintendent	One	He/she shall be a person retired from government service at a grade not below the rank of a Junior Superintendent. He/she shall be well experienced in processing and managing governmental filing system, preferably online filing.	500/-

Accountant	One	Post-Graduation in Commerce and Proficiency in Tally software. Minimum 5 years' experience (preferably retired from government service).	500/-
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\*Candidates belonging to Scheduled Castes, Scheduled Tribes, and Persons with Disability (PWD) categories are exempted from payment of application fees.

**How to Apply:**

Candidates have to submit the application along with the prescribed application fee by DD drawn in favour of **K. R. Narayanan National Institute of Visual Science & Arts** payable at **Kottayam**, self-attested copies of educational certificates, date of retirement, evidence of experience, other commendation certificates in support of their qualifications/competence (if any), etc. to **The Director, K. R. Narayanan National Institute of Visual Science & Arts, Thekkumthala, Kanjiramattom P.O, Kottayam, Kerala-686585.**

**Last date of receipt of application is 10.03.2022**

**Director**