



# **K R NARAYANAN NATIONAL INSTITUTE *of* VISUAL SCIENCE & ARTS**

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No 2779/A1/KRNNIVSA/2023

Date: 25/01/2025

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

**(A Film Institute established by Department of Higher Education, Government of Kerala)**

**Phone: 9061706113**

## **RECRUITMENT (ON CONTRACT BASIS) NOTIFICATION**

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 offers Three Year Residential Post Graduate Diploma Programme in Script Writing & Direction, Cinematography, Editing, Audiography, Animation & VFX and Acting . The Institute invites applications from eligible citizens of India for appointment to the following posts purely on contract basis. The applicants shall be well versed in *English language* and proficiency in *Hindi* is preferred.

Sl No	Department	Name of the Post	Number of Vacancy	Consolidated Salary
1	Script Writing & Direction	Professor	1	1,00,000/-
2	Audiography	Professor	1	1,00,000/-
3	Editing	Professor	1	1,00,000/-
4	Script Writing & Direction	Associate Professor	1	93,000/-
5	Animation & VFX	Assistant Professor	1	50,000/-



**Eligibility/Qualification :**

Sl. No	Name of the Post	Consolidated remuneration per month (Rs.)	Educational and other qualifications required	Duties
01	<b>Professor in Script Writing &amp; Direction, Editing, &amp; Audiography</b>	Rs.1,00,000/-	<p><b>a)Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree/Degree Equivalent from a recognized University/ Institution.</li> <li>• Post Graduate Degree or Post Graduate Diploma in concerned subject* from a recognized University or National Institute of repute.</li> <li>• At least <b>15 year</b> professional and/or teaching experience in concerned field in an Organization or Institution engaged with training or production.</li> </ul> <p><b>b)Desirable:</b></p> <p>Post qualification teaching experience in the concerned field in Institutions /organizations of repute.</p> <p><b>(Candidates are required to produce evidence of professional work done)</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> </ul>

				<ul style="list-style-type: none"><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 by the Director of the Institute, as amended from time to time</p>
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02	<p><b>Associate Professor in Script Writing &amp; Direction,</b></p>	<p>Rs.93,000/-</p>	<p><b>a) Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree/Degree Equivalent from a recognized University/ Institution.</li> <li>• Post Graduate Degree or Post Graduate Diploma in Direction, Script writing &amp; Direction or Screenplay Writing &amp; Direction from a recognized University or National Institute of repute.</li> <li>• At least <b>10 year</b> professional and/or teaching experience in concerned field in an Organization or Institution engaged with training or production.</li> </ul> <p><b>b) Desirable:</b>  Post qualification teaching experience in the concerned field in Institutions /organizations of repute.  <b>(Candidates are required to produce evidence of professional work done.</b></p>	<ul style="list-style-type: none"> <li>• Shall implement the syllabus in tune with the academic goal of the Department;</li> <li>• Shall coordinate the workshops, guest lecturers, special sessions; make schedule for regular classes, exercises and guidelines, besides taking regular theoretical and practical classes;</li> <li>• Shall be responsible for designing day-to-day implicational aspects of academics;</li> <li>• Shall be especially responsible for regular upgrading and assessment of the students;</li> <li>• Shall ensure proper utilization of existing physical &amp; human resources;</li> <li>• Shall prepare and notify prior programming of curriculum for the calendar year/academic year and weekly routine;</li> <li>• Shall prepare a roster indicating engagement of all members of faculty covering core programme;</li> <li>• Shall suggest suitable speaker/trainers for specific area of training;</li> <li>• Shall 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/concerned HoD and other authorities from time to time;</li> </ul>
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03	Assistant Professor in Animation & VFX	Rs.50,000/-	<p><b>a)Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree/Degree Equivalent from a recognized University/ Institution.</li> <li>• For Animation &amp; Visual effects a Post Graduate Degree in Animation/ Animation &amp; Visual Effects from a recognized University.</li> <li>• At least <b>5 year</b> professional and/or teaching experience in concerned field in an Organization or Institution engaged with training or production.</li> </ul> <p><b>b)Desirable:</b></p> <p>Post qualification teaching experience in the concerned field in Institutions /organizations of repute.</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 from time to time;</li> </ul>
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\*Note: clarification on “Concerned Subject “

- Script Writing & Direction- Direction, Script writing & Direction, Screenplay Writing & Direction.
- Audiography- Audiography, Sound Engineering, Sound Recording & Sound Design .
- Editing- Editing.

Interested candidates who fulfill the above requirements/qualifications may send their neatly typed application on plain paper in the following format with self-attested copies of certificate(s) of 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/- for faculty positions (Professor, Associate Professor, Assistant Professor) drawn in favour of “**The Director, K.R.Narayanan National Institute of Visual Science and Arts**”, payable at Pallikkathodu.

The application shall reach the office of the Institute on or before **15/02/2025**

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 applications (along with separate Demand Draft) for each post.

The Institute Authority reserves the right to reject applications on valid reason.

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 decision of the Institute in this regard will be final and binding.



For DIRECTOR

*[Handwritten signature]*  
25/01/25