



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

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

(An Educational Institution established by Govt. 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 3 year PG Diploma Residential 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 Post	Number of vacancy
1.		Dean	01
2	Script Writing & Direction	Professor	01
		Associate Professor	01
		Assistant Professor	01
		Demonstrator	01
3	Audiography	Professor	01
		Associate Professor	01
		Assistant Professor	01
		Demonstrator	01
4	Acting	Associate Professor	01
		Assistant Professor	01
		Demonstrator	01
5	Cinematography	Professor	01
		Associate Professor	01
		Assistant Professor	01

		<b>Camera Attendant</b>	<b>01</b>
<b>6</b>	<b>Editing</b>	<b>Professor</b>	<b>01</b>
		<b>Associate Professor</b>	<b>01</b>
		<b>Assistant Professor</b>	<b>Anticipated</b>
<b>7</b>	<b>Animation &amp; Visual Effects</b>	<b>Associate Professor</b>	<b>01</b>
<b>8</b>	<b>Centralized Store</b>	<b>Store Keeper</b>	<b>01</b>

**Eligibility/Qualification :**

Sl. No	Name of the Post	Consolidated remuneration per month (Rs.)	Educational and other qualifications required	Duties
01	Dean	Rs.1,10,000/-	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Degree and Post Graduation or Equivalent from a recognized University/Institution.</li> <li>• Post Graduate Degree / Diploma from a renowned film institute.</li> <li>• Minimum 15 year of professional or teaching experience is required. The teaching experience shall be from institutions such as FTII, SRFTII, MGR Government Film &amp; Television Institute or similar national or international Institutes.</li> </ul> <p>Out of 15 year of professional and teaching experience, a minimum of 3 years of experience shall be as Professor/Head of the Department in the above mentioned Institutes.</p> <p><b>(Candidates are required to produce evidence of professional work done)</b></p>	<ul style="list-style-type: none"> <li>• He / she shall be responsible to co-ordinate all the academic activities of various Departments of the Institute viz. Script Writing &amp; Direction, Cinematography, Editing, Animation &amp; Visual Effects, Audiography and Acting.</li> <li>• Shall plan and organize the conduct of various examinations and related matters.</li> <li>• 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.</li> </ul>

02	<b>Professor in Script Writing &amp; Direction, Cinematography, 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> <li>• Shall assist in admission procedures;</li> <li>• Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute;</li> <li>• 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;</li> </ul>
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03	<b>Associate Professor in Script Writing &amp; Direction, Cinematography, Editing, Audiography &amp; Acting, Animation &amp; Visual Effects</b>	Rs.93,000/-	<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>• For Animation &amp; Visual effects post a Post Graduate Degree in Animation/ Animation &amp; Visual Effects from a recognized University.</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.</p> <p><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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04	<p><b>Assistant Professor in Script Writing &amp; Direction, Cinematography, Editing, Audiography &amp; Acting</b></p>	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>• Post Graduate Degree or Post Graduate Diploma in concerned subject* from a recognized University or National Institute of repute.</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. (Candidates are required to produce evidence of professional work done)</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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05	<b>Demonstrator</b>  <b>Script writing &amp; Direction</b>	Rs.30,000/-	<p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>• Degree or PG Degree in Multimedia/ Mass Communication/Theater Arts /Visual Communication from a recognized University/Institution or Diploma or PG Diploma in related subject with <b>2 year</b> of experience in related field.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Fair knowledge in handling camera equipments.</li> <li>• Knowledge in Editing.</li> <li>• Language skill and computer knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage the practical sessions and studio/laboratory as well as teaching assistance;</li> <li>• Maintain and update Department stock register;</li> <li>• To Verify and monitor daily attendance of the students and disseminate information via the notice board;</li> <li>• Documentation of the academic activities in the Script writing &amp; Direction Department, regularly;</li> <li>• And other duties assigned by HoD and other authorities from time to time;</li> </ul>
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06	<b>Demonstrator Acting</b>	Rs.30,000/-	<p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>• Degree or PG Degree in Multimedia/Mass Communication / Theater Arts/Visual Communication from a recognized University /Institution or Diploma or PG Diploma in related subject with 2 year of experience in related field.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Fair knowledge in handling camera equipments.</li> <li>• Knowledge in Editing.</li> <li>• Language skill and computer knowledge.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage the practical sessions/Physical training and studio/laboratory as well as teaching assistance;</li> <li>• Maintain and update Department stock register;</li> <li>• To Verify and monitor daily attendance of the students and disseminate information via the notice board;</li> <li>• Documentation of the academic activities in the Acting Department, regularly;</li> <li>• And other duties assigned by HoD and other authorities from time to time;</li> </ul>
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07	<p><b>Demonstrator</b> <b>Audiography</b></p>	Rs.30,000/-	<p><b>Qualification and Experience.</b></p> <ul style="list-style-type: none"> <li>• Degree or PG Degree in Audio/Sound engineering /related subjects from a recognized University or Diploma or PG Diploma in related subject with <b>2 year</b> of experience in related field.</li> <li>• Shall have working experience in handling studio and location in sound equipment.</li> <li>• Should be well versed in the latest audio software.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Fair knowledge in handling camera equipments.</li> <li>• Knowledge in Editing.</li> <li>• Language skill and computer knowledge.</li> <li>• Experience in music recording.</li> </ul>	<ul style="list-style-type: none"> <li>• To manage the practical sessions and studio/laboratory as well as teaching assistance;</li> <li>• Maintain and update Department stock register;</li> <li>• To Verify and monitor daily attendance of the students and disseminate information via the notice board;</li> <li>• Documentation of the academic activities in the Audiography, regularly;</li> <li>• And other duties assigned by HoD and other authorities from time to time;</li> </ul>
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08	Store Keeper Centralized Store	Rs.30,000/-	<p><b>Qualification and Experience</b></p> <p>Degree or PG Degree in Multimedia/ Mass Communication/Theater Arts /Visual Communication from a recognized University/Institution or Diploma or PG Diploma in related subject with <b>5 year</b> of experience in handling camera, camera accessories and related equipments.</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Fair knowledge in equipments and accessories used for film making.</li> <li>• Fair knowledge in maintenance of equipments and accessories used for film making.</li> </ul>	<ul style="list-style-type: none"> <li>• He/She shall be 'in charge' of the Central Store in the campus;</li> <li>• He/She shall be responsible to upkeep all the camera and other film making equipments and keep proper registers;</li> <li>• Issue, verify and take back camera and other accessories to the students or other staff members etc as per the directions of the HoD Cinematography /Dean/Director/other delegated authorities;</li> <li>• He/She also shall be responsible to timely report on the status of each items in the store including warranty/AMC/insurance and services to the authorities concerned;</li> </ul>
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09	Camera Attendant Cinematography	Rs.24,000/-	<p><b>Qualification and Experience</b></p> <ul style="list-style-type: none"> <li>• Plus two qualification and minimum 5 year experience in related field.</li> </ul> <p><b>Desirable</b></p> <p>He/She should be a film industry's card holder.</p>	<ul style="list-style-type: none"> <li>• Maintaining the camera and equipment in proper working condition;</li> <li>• Ensuring the Setting up of the camera lens matte box or any rigging equipment done properly;</li> <li>• Ensuring the student academic activities functioning smoothly by Solving on location camera/equipment technical problems;</li> <li>• Reporting the store/department if any serious technical errors happening;</li> <li>• Helping store to keep the equipment clean and proper condition after filming activities;</li> <li>• Repairing and maintenance of the accessories such as cables, tripod stand other equipment;</li> <li>• Solving the wear and tear problems of the Equipment;</li> <li>• Guiding students to set up the camera and explaining the menus and features;</li> </ul>
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\*Note: clarification on “Concerned Subject “

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

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 (Dean, Professor, Associate Professor, Assistant Professor) and Rs.500/- for Demonstrator, Store Keeper, Camera Attendant 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 31/07/2024.

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.



DIRECTOR

*(Handwritten signature)*  
*07/07/24*