

K.R.NARAYANAN NATIONAL INSTITUTE OF VISUAL SCIENCE AND ARTS, KOTTAYAM
(An Educational Institution established by Govt. of Kerala)
Phone: 0481 2706100,6112

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 is being offered three years Diploma Programme in Script writing & Direction, Cinematography, Editing, Animation & Visual Effects, Audiography and Acting.

Applications are invited from eligible citizens of India to be considered for the following posts purely on contract basis.

Sl.No.	Name of Post	Department	Number of vacancy
1	Professor / Associate Professor	Cinematography	01
2	Assistant Professor	Cinematography	01
3	Professor / Associate Professor / Assistant Professor	Editing	01
4	Assistant Professor	Editing	01

Sl.No.	Name of the Post	Consolidated Remuneration per month(Rs)	Educational and Other Qualifications Required	Duties
01	Professor, Cinematography	1,00,000	i. Degree from a recognized University/institution ii. Post Graduate Degree or Diploma in Cinematography from a recognized University or institution of repute; iii. At least 15 years' post qualification professional experience and/OR teaching experience in the field of Cinematography in an Organization or Institution a) <u>Desirable:</u>	<ul style="list-style-type: none"> • Head of the respective Department; • Shall look after the Departmental administration; • Shall be responsible for planning/budgeting and supervising the application of academic calendar of the Department on a par with overall academic objective; • Shall initiate extracurricular activities - seminars, exchanges workshops etc; • Shall provide meaningful

			<p>i. Administrative or Managerial experience.</p> <p>ii. Expertise in latest technical & curricular development in the field.</p> <p>(Candidates required to produce evidence of teaching, case studies & portfolio of independent creative samples)</p>	<p>synergy between all the faculty members, staff and students apart from regular teaching;</p> <ul style="list-style-type: none"> • Shall integrate all the streams of theory and practical training within the respective Department; • Shall submit monthly reports to the Dean in respect of teaching assignments carried out; • Shall publish a job chart indicating the allocation of jobs to the staff; • Shall prepare and submit annual performance report of the Department to the Dean; • Shall contribute and cooperate in matters of inter-departmental requirements; • 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;
02	Associate Professor, Cinematography	93,000	<p>a). <u>Essential</u></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 10 years' post qualification professional experience as Cinematographer in film/TV and/or teaching experience in Cinematography in a reputed organization or institution.</p>	<p>Shall implement the syllabus in tune with academic goal of the department;</p> <ul style="list-style-type: none"> <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; <input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics; <input type="checkbox"/> Shall be especially responsible for

			<p>b). <u>Desirable</u></p> <p>i. Working knowledge in Computer</p> <p>ii. Good knowledge of Film and TV media in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<p>regular upgrading and assessment of the students;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shall ensure proper utilization of existing physical & human resources; <input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine; <input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme; <input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training; <input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students; <input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions; <input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute; <input type="checkbox"/> Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon; <input type="checkbox"/> Shall supervise, co-ordinate and ensure completion of courses on schedule; <input type="checkbox"/> Shall make arrangements for holding examination(s); <input type="checkbox"/> Shall take necessary follow up action for expeditious publication of results; <input type="checkbox"/> Shall submit proposals suggested for inclusion in annual budget;
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				<input type="checkbox"/> Shall take effective measures in regard to the Admission of the students; <input type="checkbox"/> Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation; <input type="checkbox"/> 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;
03	Assistant Professor, Cinematography	50,000	<p>a). <u>Essential</u></p> <p>iv. Degree from a recognized University; v. Post Graduate Degree or Diploma or equivalent in Cinematography from a recognized University or Institute; vi. 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). <u>Desirable</u></p> <p>iii. Working knowledge in Computer iv. Good knowledge of Film and TV media in India and abroad (Candidates are required to produce evidence of professional work done)</p>	<ul style="list-style-type: none"> • Specific theoretical teaching in the respective subjects in integrated course/specialization in conventional Film practices. AND new emerging Digital/ Electronic Media, as applicable; • Shall conduct other practical classes and training schedules as per Departmental requirements and routine/programme • Shall be responsible for one-to-one student guidance; • 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.; • Shall prepare & publish class routine workshop/project/exercise as per schedule; • Shall conduct examination(s) and

				<p>perform related work in any examination;</p> <ul style="list-style-type: none"> • Shall evaluate answer scripts of students for respective examinations conducted by the Institute; • Shall undertake internal assessment of students; • Shall assess the project(s)/exercises in their own capacity or as a member of an assessment board; • Shall prepare result and undertake related jobs; • Shall perform the duties with regard to the admission of the students; • Shall ensure preventive maintenance and smooth running condition of the Department's equipment; • Shall supervise projects and report to HoD concerned. • Shall perform such other duties and functions as may be assigned to him by the Director, Dean, concerned HoD and other Authorities.
04	Professor, Editing	1,00,000/-	<p>a) <u>Essential:</u></p> <ol style="list-style-type: none"> 1. Degree from a recognized University/institution; 2. Post Graduate Degree or Diploma in Editing from a recognized University or Institution of repute; 	<p>Functions & Duties</p> <ul style="list-style-type: none"> · Head of the respective Department; · Shall look after the departmental administration; · Shall be responsible for

			<p>3. At least 15 years' Post qualification professional experience &/or teaching in the field of Editing in an Organization or Institution engaged with training or production</p> <p>b) Desirable:</p> <p>4. Administrative or Managerial experience.</p> <p>5. Expertise in latest technical & curricular development in the field,</p> <p>(Candidates are required to produce evidence of teaching, case studies & portfolio of independent creative samples)</p>	<p>planning/budgeting and supervising the application of academic calendar of the department in parity with overall academic objective;</p> <ul style="list-style-type: none"> · Shall envision the futuristic structuring of the department; · Shall ensure dynamic teaching through innovative pedagogy; · Shall initiate extracurricular activities - seminars, exchanges, workshops etc; · Shall provide meaningful synergy between all the faculty members, staff and students apart from regular teaching; · Shall integrate all the streams of theory and practical training within the respective department; · Shall submit monthly reports to the Dean in respect of teaching assignments carried out; · Shall publish a job chart indicating the allocation of jobs to the staff; · Shall prepare and submit annual performance report of the department to the Dean; · Shall contribute and cooperate in matters of inter-departmental requirements; · 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; · Shall be accountable for the entire working of the department;
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				<ul style="list-style-type: none"> · Shall ensure completion of courses on schedule; · Shall assist in Admissions · Shall be responsible to contribute towards the overall pedagogic design/curriculum of the Institute. · 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.
05	Associate Professor, Editing	93,000/-	<p>a) <u>Essential:</u> 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 10 years' Post qualification professional experience &/OR teaching in the field of Editing in an Organization or Institution</p> <p>b) <u>Desirable:</u> Post graduate teaching experience in Editing in Institution /organisation of repute</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"> <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; <input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics; <input type="checkbox"/> Shall be especially responsible for regular upgrading and assessment of the students; <input type="checkbox"/> Shall ensure proper utilization of existing physical & human resources; <input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine; <input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme; <input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training;

				<ul style="list-style-type: none"> <input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students; <input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions; <input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute; <input type="checkbox"/> Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon; <input type="checkbox"/> Shall supervise, co-ordinate and ensure completion of courses on schedule; <input type="checkbox"/> Shall make arrangements for holding examination(s); <input type="checkbox"/> Shall take necessary follow up action for expeditious publication of results; <input type="checkbox"/> Shall submit proposals suggested for inclusion in annual budget; <input type="checkbox"/> Shall take effective measures in regard to the Admission of the students; <input type="checkbox"/> Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation; · <input type="checkbox"/> 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;
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06	Assistant Professor, Editing	50,000/-	<p><u>a) Essential:</u> i) Degree of a recognized University; ii) Degree or post graduate Diploma or equivalent in Editing from a recognized University or Institute; i) At least 5 years' professional experience as Editor in film/TV and/or teaching experience in Editing in reputed organization or institution</p> <p><u>b) Desirable:</u> i) Working knowledge in Computer. ii) Good knowledge of Film and TV medium in India and abroad</p> <p>(Candidates are required to produce evidence of professional work done)</p>	<p>Shall implement the syllabus in tune with academic goal of the department;</p> <ul style="list-style-type: none"> <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; <input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics; <input type="checkbox"/> Shall be especially responsible for regular upgrading and assessment of the students; <input type="checkbox"/> Shall ensure proper utilization of existing physical & human resources; <input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine; <input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme; <input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training; <input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs

				<p>of the students;</p> <ul style="list-style-type: none"> <input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions; <input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute; <input type="checkbox"/> Shall generate related statistics for onward transmission to Tutorial, conduct written/practical tests and prepare reports thereon; <input type="checkbox"/> Shall supervise, co-ordinate and ensure completion of courses on schedule; <input type="checkbox"/> Shall make arrangements for holding examination(s); <input type="checkbox"/> Shall take necessary follow up action for expeditious publication of results; <input type="checkbox"/> Shall submit proposals suggested for inclusion in annual budget; <input type="checkbox"/> Shall take effective measures in regard to the Admission of the students; <input type="checkbox"/> Shall be responsible for planning and execution towards generation of revenue by hiring out resources/consultation; <input type="checkbox"/> 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;
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Interested candidates who fulfil the above requirements 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/- 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 **30-06-2018**.

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.

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

Sd/-
DIRECTOR