

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**

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 years Diploma Programme in Script Writing & Direction, Cinematography, Editing, Animation & Visual Effects, Audiography 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.	Name of Post	Department	Number of vacancy
1.	Dean	-	01
2.	Professor /Associate Professor/ Visiting Professor	Animation & Visual Effects	-
3.	Professor /Associate Professor	Audiography	01
4.	Assistant Professor	Audiography	01

Details of each position/post:

SI.No.	Name of the Post	Consolidated Remuneration per month(Rs)	Educational and Other Qualifications Required	Duties
01	Dean	A consolidated emolument commensurate with experience; but not less than that of Professor	i Degree or Degree/PG Equivalent from a recognized University/Institution. ii Post Graduate Degree or Diploma from a renowned film institute. iii Minimum 15 years of professional or teaching experience is required. The teaching experience shall be from institutions such as FTII, Pune ,SRFTII, Adayar Film Institute or similar national or international Institutes. Out of 15 years 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.	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 organise 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	Professor, Animation and Visual Effects	1,00,000/-	a) Essential: i) Degree/Degree – PG Equivalent from a recognized University/institution; ii) Post Graduate Degree or Diploma in Animation from a recognized University or Institution of repute; iii) At least fifteen years’ professional experience &/or teaching in the field of Animation in an Organization or Institution engaged with training or production OR	<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 in parity with overall academic objective; · Shall envision the futuristic structuring of the department; · Shall ensure dynamic teaching through innovative pedagogy; · Shall initiate extracurricular activities - seminars,

			<p>i) Master Degree in FINE ARTS (preferably in Applied Art/ Computer Animation) from a recognized University/institution;</p> <p>ii) At least fifteen years' professional experience and/or teaching experience of Animation in a responsible capacity in an Organization or Institution of related field.</p> <p>b) <u>Desirable:</u></p> <p>i) Administrative or Managerial experience.</p> <p>ii) 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>exchanges, workshops etc;</p> <ul style="list-style-type: none"> · 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; · 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. <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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03	Associate Professor, Animation & VFX	93,000	<p>a) Essential:</p> <p>i) Degree / Degree equivalent of a recognized University</p> <p>ii) Degree or Post Graduate Diploma in Animation from a recognized University or Institution of repute;</p> <p>iii) At least ten years' post qualification professional experience &/OR teaching in the field of Animation in an Organization or Institution</p> <p>b) Desirable:</p> <p>Post graduate teaching experience in Animation in Institution /organisation of repute</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 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
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				<p>examination(s);</p> <ul style="list-style-type: none"> <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;
04	Visiting Professor (Professor/ Associate Professor) Animation & VFX	A consolidated emolument in the cadre of Professor/Associate Professor commensurate with experience	Similar to that of Professor or Associate Professor. Qualification & Experience will not be a constraint for exceptionally talented & established professionals in the field.	<p>. Shall support the department as well as the Institute in framing the course content on a par with the industry demand , take a lead role in equipping the students with the theoretically as well as practical sessions based on the syllaby.</p> <p>. Shall take the responsibility of the specific portion /topic/ syllabus portion, also plan and implement the same on a mutually acceptable term that in turn shall benefit both the students and the Institute.</p>
05	Professor, Audiography	1,00,000	<p>a) <u>Essential:</u></p> <p>i) Degree/Degree Equivalent from a recognized University/institution;</p> <p>ii) Post Graduate Degree or Diploma in Audiography from a recognized</p>	<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 in parity with overall academic objective;

			<p>University or Institution of repute; iii) At least fifteen years' professional experience &/or teaching in the field of Audiography in an Organization or Institution engaged with training or production</p> <p style="text-align: center;">OR</p> <p>i) Post Graduate Degree or Diploma or equivalent in Sound Recording /Audiography from a recognized University or Institute.</p> <p>ii) At least fifteen years' professional experience and/or teaching experience of Audiography in a responsible capacity in an Organization or Institution of related field.</p> <p>b) <u>Desirable:</u></p> <p>i) Administrative or Managerial experience.</p> <p>ii) 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>	<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; · 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.
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				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.
06	Associate Professor, Audiography	93,000/-	<p>a) Essential:</p> <p>i) Degree/Degree Equivalent from a recognized University;</p> <p>ii) Post Graduate Degree or Diploma or equivalent in Sound Recording/Audiography from a recognized University or Institute;</p> <p>iii) At least 10 years' post qualification professional experience as Sound Recordist in film/TV and/or teaching experience in Sound Recording in a reputed organization or institution</p> <p>b) Desirable</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>Shall implement the syllabus in tune with academic goal of the department;</p> <p><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;</p> <p><input type="checkbox"/> Shall be responsible for designing day-to-day implicational aspects of academics;</p> <p><input type="checkbox"/> Shall be especially responsible for regular upgrading and assessment of the students;</p> <p><input type="checkbox"/> Shall ensure proper utilization of existing physical & human resources;</p> <p><input type="checkbox"/> Shall prepare and notify prior programming of curriculum for the calendar year and weekly routine;</p> <p><input type="checkbox"/> Shall prepare a roster indicating engagement of all members of Faculty covering core programme;</p> <p><input type="checkbox"/> Shall suggest suitable speaker/trainers for specific area of training;</p> <p><input type="checkbox"/> Shall advise and assist in development of syllabi programmes, training materials/aids suited to the needs of the students;</p> <p><input type="checkbox"/> Shall prepare notes, report to HOD reg. field problems to modify/draft operational instructions;</p> <p><input type="checkbox"/> Shall identify training needs, plan, formulate and execute training programmes within the framework of guidelines of the Institute;</p> <p><input type="checkbox"/> Shall generate related statistics for onward</p>

				<p>transmission to Tutorial, conduct written/practical tests and prepare reports thereon;</p> <ul style="list-style-type: none"> <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;
07	Assistant Professor, Audiography	50,000/-	<p>a) Essential:</p> <ul style="list-style-type: none"> i) Degree/Degree Equivalent from a recognized University; ii) Post Graduate Degree or Diploma or equivalent in Sound Recording/Audiography from a recognized from a iii) At least 5 years' post qualification professional experience as Sound Recordist in film/TV and/or 	<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;

		<p>teaching experience in Sound Recording in a reputed organization or institution</p> <p>b) Desirable</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>	<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; <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;
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				<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 10-10-2018

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.

DIRECTOR