

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
TARAMANI, CHENNAI-600113**

Recruitment for the post of Sr. Technical Officer (Production Executive)

Advt.No.03/2025-26 dt. 10.05.2025

Sr. Technical Officer (Production Executive) (UR-1)

SHORTLISTED CANDIDATES

S. No.	Application number	Name	Shortlisted Category
1	STO(Prod.exe)/2025-26/004	Kadhiravan E	UR
2	STO(Prod.exe)/2025-26/007	Linto P Anto	UR
3	STO(Prod.exe)/2025-26/011	Sakthieswaran N	UR

REJECTED CANDIDATES WITH REASON

The following candidates are found to be ineligible:

S. No.	Application number	Name	Remarks
1.	STO(Prod.exe)/2025-26/001	Ganesh Kumar K	Age Limit Exceeded
2.	STO(Prod.exe)/2025-26/002	Banu Priya V	Not having required experience
3.	STO(Prod.exe)/2025-26/003	Rajavel D	Age Limit Exceeded Not having required qualification
4.	STO(Prod.exe)/2025-26/005	Sethu Ramalingam A	Not having required experience NOC not submitted
5.	STO(Prod.exe)/2025-26/006	Binoy VP	Not having required qualification
6.	STO(Prod.exe)/2025-26/008	Deepak Kumar Sahoo	Not having required qualification
7.	STO(Prod.exe)/2025-26/009	Bharathiraja P	Not having required qualification and experience NOC not submitted
8.	STO(Prod.exe)/2025-26/010	Keerthi Hassan M	Not having required qualification and experience NOC not submitted
9.	STO(Prod.exe)/2025-26/012	Kamesh R	Not having required qualification and experience
10.	STO(Prod.exe)/2025-26/013	Vijay T	Not having required qualification and experience

Note: Shortlisting was done based on the details provided by the applicants in their applications. Skill Test will be conducted for which syllabus and examination pattern is uploaded in this Institute website. The date and venue for the skill test will be announced shortly. The original documents will be verified before the next level of the selection process. In case, it is detected that the document submitted by the candidate are fake or the candidate has suppressed any information which may lead to non-eligibility for the post and their candidature shall be liable to be terminated at any stage. For updates, please visit the Institute website: www.nitttrc.ac.in.

In case of any discrepancy, submit your Queries to our
e-mail id: nitttrcadmin@nitttrc.edu.in not later than 29.11.2025

Sd/-
DIRECTOR

**SYLLABUS AND EXAM PATTERN FOR THE POST OF
SR. TECHNICAL OFFICER (PRODUCTION EXECUTIVE)**

Syllabus:

A. Theoretical Knowledge

1. Educational Media and Instructional Design

Principles of educational communication -Learning objectives and Bloom's taxonomy -Script writing and storyboarding for educational video -Pedagogical strategies for visual learning, titling and Subtitling of content.

2. Video Production Process

Stages of production: pre-production, production, post-production -Scheduling and budgeting of educational productions -Role of director, producer, camera, sound, and editing teams, Workflow of MOOC Production

3. Cinematography and Lighting

Camera types, shot composition, Studio equipment operation: switcher, teleprompter, audio console, capture systems, camera movements-Lighting techniques for indoor/outdoor and chroma key (green screen) -Exposure, white balance, framing for instructional clarity, Multi-camera production

4. Audio Production

Basics of sound recording, microphones, ambient sound -Voice-over and dubbing for e-content -Audio editing and synchronization techniques

5. Post-Production

Editing principles and continuity -Non-linear editing software (Adobe Premiere Pro, DaVinci Resolve, OpenShot, Final Cut Pro etc.) -Graphics, animation, captioning, and accessibility tools, montage, continuity and transitions

6. Production Management

Resource management (crew, studio, equipment) -Script breakdown, shooting schedule, call sheets -Copyright and IPR, licensing and release forms -Budgeting/Costing and Resource Management - cost estimation, equipment hire, time-cost trade-offs.

7. Quality Assurance & Educational Standards

SWAYAM guidelines for educational video quality -Metadata, archiving, and e-repository practices -Accessibility and inclusivity in educational content

8. Emerging Trends

Digital content workflows (HD, 4K, 360°, VR) -Integration with LMS platforms (SWAYAM, Moodle, Canvas), Streaming and broadcasting technologies: SDI, IP Streaming, OBS, YouTube Live, IPTV, Social Media -AI tools for media production and automatic captioning

B. Practical/Skill Areas

- Preparing a short production plan and script breakdown
- Coordinating a mock shoot (camera, audio, lighting setup)
- Supervising editing workflow and reviewing output quality
- Review a short video sample and point out quality issues (lighting, audio, framing) and to configure appropriate formats for e-Learning distribution.

C. Examination Structure (Total = 100 Marks)

Component	Type	Marks	Duration	Minimum Qualifying Marks
Part A	Cognitive Skill - Written Test (MCQs)	100	90 minutes	40
Part B	Practical Skill Assessment	100	120 minutes	50

Qualification Criteria for Progression

- The candidates who qualify in both the Cognitive Skill - Written Test (MCQs) and the Practical Skill Assessment will be called for Interview. The final selection will be solely based on Interview conducted by the Selection Committee.
- Failure to meet the minimum qualifying marks at any stage will result in the candidate being disqualified from further stages of the selection process.

Sample Practical Skill Assessment (100 Marks)

Objective:

To evaluate hands-on competence in video production for academic purposes.

Category	Skill Area	Description of Task	Marks	Time (minutes)
Technical Accuracy	Advanced Production Setup, Multi-Camera Coordination, Audio-Video Sync, Quality Control	Integrated Technical Leadership Task: Plan and supervise the setup of a multi-camera educational video production	40	40
Creative Thinking & Visualization	Script Supervision, Story Structuring, Visual Vision, Graphics Direction	Integrated Creative Direction Task: Create a creative treatment document for a 2-minute educational video for the given title including script structure and storyboard, visual aesthetics, graphics & animation ideas.	25	30
Management, Budgeting & Coordination	Production Planning, Budgeting, Team Coordination, Time Management	Integrated Production Management Task: Prepare a production plan including full schedule, budget sheet, crew roles, risk mitigation, collaboration with SME & design team, and time management strategy.	20	30
Ethical & Institutional Relevance	Copyright, Institutional Guidelines, Quality Standards, Communication	Integrated Institutional Compliance Task: Draft social media release plan, and outline approval workflow and a post as per standards and ethics.	15	20
Total			100	120

The above table is only a sample and the Questions shall be asked from any topics given in the Syllabus.