

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

Recruitment for the post of Technical Officer (Production Assistant)

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

Technical Officer (Production Assistant) (UR-1 & ST-1)

SHORTLISTED CANDIDATES

S. No.	Application number	Name	Shortlisted Category
1.	TO(Prod.Asst.)/2025-26/002	Banu Priya V	UR
2.	TO(Prod.Asst.)/2025-26/003	Sundar N	UR
3.	TO(Prod.Asst.)/2025-26/004	Anandd P B	UR
4.	TO(Prod.Asst.)/2025-26/009	Prabhu S	UR
5.	TO(Prod.Asst.)/2025-26/011	Mahendra Babu K R	UR
6.	TO(Prod.Asst.)/2025-26/014	Senthil Kumar V	UR
7.	TO(Prod.Asst.)/2025-26/016	Karthi S	UR
8.	TO(Prod.Asst.)/2025-26/018	Subramanian G	UR
9.	TO(Prod.Asst.)/2025-26/021	Amarapu Kumar	UR
10.	TO(Prod.Asst.)/2025-26/022	Sathya N	UR
11.	TO(Prod.Asst.)/2025-26/024	Rathika N	UR
12.	TO(Prod.Asst.)/2025-26/025	Amarender Chintham S	UR
13.	TO(Prod.Asst.)/2025-26/027	Nivethitha Devi M	ST
14.	TO(Prod.Asst.)/2025-26/032	Sankalp Mishra	UR
15.	TO(Prod.Asst.)/2025-26/035	Radhy Revakisvary R	UR
16.	TO(Prod.Asst.)/2025-26/036	Prawin Sankar L B	UR
17.	TO(Prod.Asst.)/2025-26/037	Sai Abishek G	UR
18.	TO(Prod.Asst.)/2025-26/039	Gopinath K S	UR

REJECTED CANDIDATES WITH REASON

The following candidates are found to be ineligible:

S. No.	Application number	Name	Remarks
1.	TO(Prod.Asst.)/2025-26/001	Thirumalaiselvam G	Not having required qualification
2.	TO(Prod.Asst.)/2025-26/005	Binoy VP	Not having required qualification
3.	TO(Prod.Asst.)/2025-26/006	Gokulanathan A	NOC not submitted
4.	TO(Prod.Asst.)/2025-26/007	Gayathiri Akallya B	Not having required qualification & experience
5.	TO(Prod.Asst.)/2025-26/008	Ranjeet Janagouda	Not having required experience
6.	TO(Prod.Asst.)/2025-26/010	Uttam Kumar	NOC not submitted
7.	TO(Prod.Asst.)/2025-26/012	Bharathiraja P	Not having required experience NOC not submitted
8.	TO(Prod.Asst.)/2025-26/013	Uma V	Not having required experience

S. No.	Application number	Name	Remarks
9.	TO(Prod.Asst.)/2025-26/015	Manikandan D S	NOC not submitted
10.	TO(Prod.Asst.)/2025-26/017	Arun S	Not having required qualification
11.	TO(Prod.Asst.)/2025-26/019	Pandu Naresh Kumar	Not having required experience
12.	TO(Prod.Asst.)/2025-26/020	Keerthi Hassan M	Not having required qualification
13.	TO(Prod.Asst.)/2025-26/023	Bhaskaran R V	NOC not submitted
14.	TO(Prod.Asst.)/2025-26/026	Avinash Kumar Parate	Not having required qualification
15.	TO(Prod.Asst.)/2025-26/028	Vijay T	Not having required qualification & experience
16.	TO(Prod.Asst.)/2025-26/029	Krisanu Das	Not having required experience
17.	TO(Prod.Asst.)/2025-26/030	Naveen S	Not having required qualification & experience
18.	TO(Prod.Asst.)/2025-26/031	Kamesh R	Not having required qualification
19.	TO(Prod.Asst.)/2025-26/033	Jayanthi Lakshmi S	Not having required qualification
20.	TO(Prod.Asst.)/2025-26/034	Hariharan N	NOC not submitted
21.	TO(Prod.Asst.)/2025-26/038	Sivarajan C	Not having required qualification
22.	TO(Prod.Asst.)/2025-26/040	Vijay R	Not having required qualification
23.	TO(Prod.Asst.)/2025-26/041	Sanakya P V	Not having required 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 TECHNICAL OFFICER (PRODUCTION ASSISTANT)

Syllabus:

A. Theoretical Knowledge

1. Fundamentals of Educational Video Production

Stages of production: Pre-production, Production, and Post-production, Basics of script writing, Storyboarding and visual planning for instructional content, Timecoding, Shot lists, Scheduling, Production team structure and roles: Producer, Director, Cameraperson, Sound Engineer, Editor, and Production Assistant

2. Camera and Video Technology

Basic camera types: DSLR, Mirrorless, ENG, Studio cameras, Camera parts and operation – exposure, focus, depth of field, white balance, understanding shot composition, camera angles, and movements, Framing for instructional clarity and multi-camera coordination, Video signal formats (HD/SD, 4K, frame rate, aspect ratio)

3. Audio and Lighting Fundamentals

Types of microphones (lavalier, condenser, shotgun) and their placement, Audio recording levels, monitoring, and synchronization, Basic lighting techniques – 3-point lighting, key/fill/back light balance, Lighting for indoor/outdoor, Chroma key (green screen), and interviews, Troubleshooting common audio and lighting issues

4. Video Production Equipment and Operation

Familiarity with studio control room equipment: video switcher, vision mixer, teleprompter, monitor setup, Operating audio mixers, recording consoles, teleprompters, and camera control units, Equipment handling, Cable management, SDI/HDMI connections, Audio-video interfacing, File management and backup systems during and after shoot, Safety precautions in handling video and electrical equipment

5. Post-Production and Graphics

Introduction to Non-Linear Editing (NLE) systems: Adobe Premiere Pro, DaVinci Resolve, OpenShot, or Final Cut Pro, Basics of editing – trimming, transitions, titling, and synchronization, Introduction to graphics and animation tools – Adobe After Effects, Canva, or Blender for motion graphics, Captioning, subtitling, and accessibility enhancement, File export settings for different platforms (TV, web, mobile, LMS integration: hosting videos on SWAYAM, Moodle, or institutional portals)

6. Emerging Trends in Educational Media Production

Multi-camera live streaming and OBS integration, AI-assisted captioning and speech-to-text tools, Introduction to AR/VR-based educational media, Cloud storage, collaborative editing, and digital asset management, Quality standards for e-learning video production (SWAYAM, NITTTR guidelines)

B. Practical / Skill Areas

- Setting up a complete camera–audio–lighting setup for an educational video shoot
- Demonstrating operation of teleprompter, video mixer, and audio console
- Recording a short segment with proper framing and sound quality
- Editing a short clip using transitions, titles, and background score
- Preparing a 10-second animated logo or title card using a web tool
- Exporting the edited clip for web upload with correct compression settings
- Evaluate the ability to identify technical flaws, continuity issues, and quality inconsistencies in video footage

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 practical ability in setting up, operating and managing production equipment for educational media.

Category	Skill Area	Description of Task	Marks	Time (Minutes)
Technical Accuracy	Studio Setup, Camera, Audio, Lighting, Teleprompter & Editing	Integrated Technical Task: Set up a complete studio environment and record a 30-second educational message. Tasks include camera setup (exposure, WB), 3-point lighting, lavalier audio setup, teleprompter operation, and quick editing (trim, title, export).	40	40
Creative Thinking & Visualization	Script and Storyboard	Integrated Creative Task: Prepare a short AV script, 4-frame storyboard, visual treatment (color/graphics style), and thumbnail/visual layout for a 1-minute video.	25	30
Time Management & Coordination	Production Planning, Scheduling, Crew Coordination, Resource Optimization	Integrated Management Task: Prepare a rapid production plan for recording a dual-instructor lecture in 30 minutes with limited equipment (1 camera, 1 LED light). Include mini call-sheet, crew roles, timing management, and mitigation plan for SME delay.	20	30
Ethical & Institutional Relevance	Plagiarism Check, Copyright Compliance, Press Release, social media Posting	Integrated Ethics Task: Prepare a 3-line press release, create a social media caption with hashtags, following the ethical policy.	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.