



Instructions and other details for the appointment on contract.

Walk-in-interview for appointment to the following positions on contract basis is scheduled to be conducted as per details given below:

Sl. No.	Contractual Post	No. of posts	Date of Walk-in Interview
1	Scientific Officer (CRF)	2	02.02.2026
2	Technical Officer (MIS)	2	02.02.2026
3	Technical Officer (Innovation)	1	02.02.2026
4	Legal & IPR Officer	1	03.02.2026
5	Hindi Officer	1	03.02.2026
6	Media & Graphics Officer	1	04.02.2026
7	Security Officer	1	04.02.2026
8	Placement Officer	1	04.02.2026
	Total Positions	10	

The detailed information regarding educational qualifications, salary, roles and responsibilities and terms and conditions of engagement under contract are enclosed herewith as **(Annexure- 1) & (Annexure – 2)**

Instructions for Candidates

Registration: 9.00 AM to 10.00 AM

Interview: 11.00 AM onwards

Venue: Main Seminar Hall, Main Building, NITK Surathkal

How to apply:

Interested candidates have to fill up the application form and submit the duly signed application along with the self-attested copies of the following documents at the time of Registration. It is preferred that the interested candidates shall email their willingness to attend the interview along with a biodata on or before 30th January 2026 to the email id: aedan.staff@nitk.edu.in with a subject “Walk-in for Contractual Positions – Post Applied for _____”.

The documents to be submitted on the day of interview:

1. Detailed biodata
2. Diploma/ Degree certificates and all mark sheets of qualifying examination (One set of copies).
3. Experience certificates issued by Competent Authorities/any other relevant certificates/ testimonials
4. Date of Birth Proof (Aadhar card/Pan Card/Voter ID /Birth Certificate, etc.)
5. Address Proof
6. Community certificates (SC/ST/OBC/EWS), and certificates for Persons with Disabilities (PwD) as per Govt. of India Norms, as applicable. In case of OBC (NCL) and EWS candidates, the latest certificates issued on or after 01.04.2025 is essential. Transgender candidates are required to attach certificate/ identity proof issued by Government/ Competent Authority.

Selection Process:

The eligible applicants will be considered for the Interview. The selection shall be made in accordance with the provisions contained in GFR 2017 under Rules 177 to 196 and Chapter 7-Selection of Individual Consultant / Service Provider (para 7.1 and 7.2) Chapter 6 (para 6.5) of Manual for Procurement for Consultancy and Other Services 2017.

Candidates will be shortlisted based on the eligibility criteria as mentioned. The Test/Interview (if any) will be conducted at Institute premises (Surathkal, Mangalore), in physical mode.

Sd/
Dean (Faculty & Staff Welfare)
NITK, Surathkal

Annexure-1

The Details of Educational Qualification and Experience Required, Salary, Roles, and Responsibilities:

1. Recruitment Rules for the post of Scientific Officer – CRF (on Contract):

Sl. No.	Particular	Criteria
1	Name of the Post	Scientific Officer – Central Research Facility (CRF) (on Contract)
2	Number of Posts	Two Posts
3	Scale of Pay	Rs. 70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 40 years
5	Education and other qualifications required	M.Sc. degree in Physics/Chemistry, or M.Tech./M.E. degree in the field of Mechanical/ Metallurgy/ Materials/ Chemical Engineering from a reputed University or Institute, with a minimum of 60% marks or CGPA of 6.5 (10-point scale).
6	Experience required	At least 2 years of experience in material characterisation and testing. Candidates with work experience in similar R&D lab shall be preferred.
7	Nature of Duties	Managing day-to-day operations of CRF, which has high-end equipment for materials characterization. Conducting experiments/tests, Data collection & analysis, and Report preparation.

2. Recruitment Rules for the post of Technical Officer - MIS (on contract):

Sl. No.	Particular	Criteria
1	Name of the Post	Technical Officer – Management Information System (MIS) (on Contract)
2	Number of Posts	Two Posts
3	Scale of Pay	Rs. 70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 40 years
5	Education and other qualifications required	B.Tech. /B.E ./M.Tech ./M.E. degree in the field of Computer Science/ Information Technology from a recognized University or Institute, with minimum of 60% marks or CGPA of 6.5 (10-point scale).
6	Experience required	At least 3 years of experience after B. Tech or 2 years of experience after M.Tech., in business/ ERP/ MIS software development and maintenance. Experience of working with Ruby-on-Rails. Candidates with work experience in managing MIS operations, especially in academic institutes, shall be preferred.
7	Nature of Duties	Development and maintenance of the in-house developed IRIS management information system.

3. Recruitment Rules for the post of Technical Officer - Innovation (on Contract):

Sl. No.	Particular	Criteria
1	Name of the Post	Technical Officer - Innovation (on Contract)
2	Number of Posts	One Post
3	Scale of Pay	Rs. 70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 40 years
5	Education and other qualifications required	Bachelors/ Masters degree in any engineering branch from a recognized University or Institute with minimum of 60% marks or CGPA of 6.5.
6	Experience required	At least 3 years of experience after B.Tech or 2 years of experience after M.Tech, in product innovation including design, prototyping, patenting, hackathons, business planning and startup incubation. Candidates with work experience in technology business incubator shall be preferred.
7	Nature of Duties	Strengthening the innovation & entrepreneurship ecosystem by supporting relevant activities.

4. Recruitment Rules for the post of Legal & IPR Officer (on Contract):

Sl. No.	Particular	Criteria
1	Name of the Post	Legal & IPR Officer (on Contract)
2	Number of Posts	One Post
3	Remuneration	₹70,000/- per month consolidated at the start of the appointment
4	Age Limit	Less than 40 years
5	Education and other qualifications required	Bachelors degree of Law (LLB) or Post Graduate Degree of Law (LLM) from a reputed University/ Institute recognized by Bar Council of India, with a minimum of 60% marks or CGPA of 6.5 (10-point scale). Applicant should be registered as advocate in the Bar Council of India in terms of the Advocates Act, 1961.
6	Experience required	At least 3 years' experience after Bachelor's degree or 2 years' experience after Master's degree in handling litigations (civil, criminal), arbitration, RTI, service matters, drafting/ interpreting various legal documents, appearing before courts, tribunals etc., along with proof (copies of Vakhalat forms). Preference shall be given to those experienced in academic institute related matters and IPR filing.
7	Nature of Duties	To assist Professor-in-Charge (PIC) (MoUs & Agreements) and Legal Officer; prepare, maintain and monitor the list of pending court cases; keep track of contempt and date line cases and take timely action to avoid passing of adverse order/ comments of the court; assist the Institute in discussions with Advocate/ Counsel to finalize the PWC/ Writ/ Appeal/ Rejoinder/ Show-cause reply/ Affidavit to be filed; liaising with IPR attorneys; drafting, interpreting and vetting various legal documents, MoUs, NDA, agreements, contracts, etc.; visit Tribunals/High Court /other Courts and advise further course of action to be taken relating to the matter; IPR filing (patent, copyright, etc.) and any other relevant duties assigned by the Institute Authority.

5. Recruitment Rules for the post of Hindi Officer (on Contract):

Sl. No.	Particular	Criteria
1	Name of the Post	Hindi Officer (on Contract)
2	Number of Post	One Post
3	Scale of Pay	Rs. 70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 40 years
5	Education and other qualifications required	Master's degree in Hindi with English as a compulsory or elective subject, or as the medium of examination at the degree level; or Master's degree in English with Hindi as a compulsory or elective subject, or as the medium of examination at the degree level; or Master's degree in any subject, with Hindi and English as a compulsory or elective subject, or as the medium of examination at the degree level. Any of above degrees must be from a reputed University or Institute, with minimum of 60% marks or CGPA of 6.5 (10-point scale).
6	Experience required	At least 2 years of experience of translation work from English to Hindi and vice-versa of various reports/ documents/ letters in a reputed organization. Candidate will be required to type/ create translated text documents by oneself in MS Word, PowerPoint and Excel in Hindi and English. Exposure/ experience in AI based tools for translation would be an added desirable qualification.
7	Nature of Duties	Implementing and adhering to Government's Official Language Policy and ensuring that Hindi is used effectively in official work. Translating various reports/ documents/ letters from English to Hindi and vice-versa. Conducting Hindi Language coaching for the faculty and staff.

6. Recruitment Rules for the post of **Media & Graphics Officer (on Contract)**:

Sl. No.	Particular	Criteria
1	Name of the Post	Media & Graphics Officer (on Contract)
2	Number of Post(s)	One Post
3	Remuneration	₹70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 40 years
5	Education and other qualifications required	B.Des/ M.Des/ BE/ B.Tech degree from a reputed University or Institute, with a minimum of 60% marks or CGPA of 6.5 (10-point scale) along with Masters/ Post Graduate/ Certificate courses in Graphic Design/ Web Design/ UI-UX from a reputed institution. Candidate must possess required knowledge and skills of relevant software tools for info-graphics, brochures, photo & video editing, website development.
6	Experience	At least 2 years of work experience as Graphics Designer/ Media Officer/ Web Developer or equivalent in academic/ government/ business organization. Expertise in standard digital design tools (Adobe Illustrator, Photoshop, XD, InVision, In-Shoot, Final Cut, After Effects, Coral Draw, Canva, and others).
7	Nature of Duties	To assist Professors in Charge of brochures and Institute website for creating written, graphic and video content for brochures, reports, covers, social media posts, branding material for Institute events, etc.; improving the front-end (UI/UX), content and aesthetics of Institute website; and any other duties assigned by the Institute Authority.

7. Recruitment Rules for the post of **Security Officer (on Contract)**:

Sl. No.	Particular	Criteria
1	Name of the Post	Security Officer (on Contract)
2	Number of Post	One Post
3	Scale of Pay	Rs. 70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 45 years
5	Education and other qualifications required	Bachelor's degree in any discipline from a reputed University or Institute with a minimum of 60% marks or CGPA of 6.5 (10-point scale).
6	Experience required	At least 5 years of experience in security related supervisory role in Government or a reputed organization. Ex-servicemen with armed forces or serving CRPF/ CISF/ BSF/ paramilitary/ police personal with arms license would be preferred. Fire-fighting training, electronic surveillance, information processing and retrieval capabilities are desirable.
7	Nature of Duties	In charge of campus security, monitoring security guards, and ensuring the safety and security of students, faculty, staff, visitors, and institutional property.

8. Recruitment Rules for the post of Placement Officer (on Contract):

Sl. No.	Particular	Criteria
1	Name of the Post	Placement Officer (on Contract)
2	Number of Post(s)	One Post
3	Remuneration	₹ 70,000/- per month consolidated at the start of the appointment
4	Age limit	Less than 40 years
5	Education and other qualifications required	B.E/B.Tech degree along with full-time MBA (HR), both from reputed University or Institute, with a minimum of 60% marks or CGPA of 6.5 (10-point scale) in both the Bachelor's and Master's degrees. Candidate must possess excellent communication skills (oral and written), interpersonal skills, and ability to liaison with different types of companies.
6	Experience	At least 2 years of work experience as Officer/ Manager/ Head of Training & Placement in a premier technical institute or business school involving liaising with different types of companies (software, manufacturing, consulting, PSU, MNC, etc.) for student internships and placements, managing team members, and handling related administrative processes.
7	Nature of Duties	To assist Professors in Charge of Placements and Internships and coordinate day-to-day activities of Career Development Centre; liaison with industry and alumni; maintain their contact database; arrange career counselling and soft skill training; arrange company visits, talks and local hospitality; coordinate tests, group discussions & interviews; maintain relevant records and generate reports; promote the Institute through visits and meetings; improve relevant policies; and any other duties assigned by the Institute Authority.

Annexure-2

TERMS AND CONDITIONS:

1. The engagement will be on contract basis only.
2. The contract will be **initially for a period of one year**, extendable annually based on the performance review and the Institute requirements, for a **maximum period of 3 years**.
3. The appointment of the positions will be on full-time basis and he/she will remain present in office during office working hours and also as and when required. Consolidated monthly emoluments of ₹70,000/- will be paid. No other perks/ allowances/ medical benefits/ insurance/ Institute accommodation shall be applicable. However, request for accommodation may be considered on a temporarily basis subject to the availability.
4. The candidate having accepted the offer of engagement shall enter into a contract detailing the terms and conditions of engagement before being assigned any work.
5. The work timings will be as per the Institute rules. In exigencies, the appointees are required to work before/ beyond normal working hours and on weekends/holidays, for which no additional remuneration shall be admissible.
6. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service.
7. During the period of engagement with NITK, the appointee would be subject to the provisions of Indian Official Secret Act, 1923 and will not divulge any information gathered during the period of his/ her assignment to anyone who is not authorized to know the same.
8. The contract may be terminated by either side by one month's notice or payment of notice pay in lieu thereof.

GENERAL INFORMATION:

1. The applicant will be responsible for the authenticity of submitted information, other documents, and photographs. Furnishing any false information and/or suppression/ concealment of facts shall lead to rejection/ cancellation of selection/ recruitment.
2. Candidates have to carry all originals with a self-attested photocopy at the time of the selection process.
3. The selected candidate should be prepared to join duty within the time granted.
4. The selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining.
5. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/ recruitment shall result in the disqualification of candidature.
6. No correspondence/ interim/ personal inquiries will be entertained from the candidates in connection with the process of selection/ interview.
7. The Institute reserves the right to fill or not to fill the positions.
8. The institute has the right to cancel this advertisement without giving any notice at any time.
9. The decision of NITK, Surathkal, in all matters related to this recruitment drive will be final and binding on all the candidates.
10. No TA/ DA will be paid to attend the Interview.
11. The appointment is purely on a contract basis. The candidate will have no right to claim any permanent appointment against the regular vacancies in this Institution, based on this contract appointment.
12. Any dispute regarding the selection/ recruitment process will be subject to the Court/ Tribunal having jurisdiction over Mangalore.
