



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)	1	14-05-2026
2	Legal & IPR Officer	1	
3	Media & Graphics Officer	1	
4	Placement Officer	1	
5	Civil Engineer (Diploma/Graduate)	1	
	Total Positions	5	

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: 8.00 AM to 09.30 AM

Interview: 10.00 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 12th May, 2026 to the email id: adean.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 01.04.2026 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	One 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 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 handing 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.

3. 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.

4. 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.

5. Recruitment Rules for the post of **Civil Engineer (Diploma/Graduate) (on contract):**

Sl. No.	Particular	Criteria
1	Name of the Post	Civil Engineer (Diploma/Graduate) (on Contract)
2	Number of Post	One Post
3	Remuneration	₹40,000 per month consolidated at the start of the appointment
4	Age limit	Applicant age not exceeding 50 years as on the date of interview
5	Education and other qualifications required	Diploma or B.E/B.Tech. in Civil Engineering or equivalent from a reputed University or Institute, with a minimum of 60% marks or CGPA of 6.5 (10 point scale).
6	Experience	At least 3 years of work experience after Diploma or 1 year of experience after Degree. Desirable work Experience in handling work at the State /Central Govt. agencies. Knowledge about SR and State PWD SR is preferable. Fluency in Computer Aided Design (like AUTOCAD, etc.) and word processing software.
7	Nature of Duties	Independent handling and execution of civil works, including routine maintenance of buildings, water supply, gardening, and sanitary works. Site Survey, Drawing & Estimate preparation, supervision of works, record of measurements and submission of bills, handling of store and stock issues, M.B.S, submission of M.A.S. accounts and other reports. Since the Nature of work is an essential service at a residential Institute, the engineer must accept the allotted work and attend to the complaints immediately. To facilitate the same, the Engineer must accept the provided accommodation by the Institute inside the campus if required.

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 as applicable 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.
