

**DEPARTMENT OF CIVIL ENGINEERING
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA
SURATHKAL, MANGALORE - 575 025**

15-07-2026

Recruitment of Project Administrative Coordinator in the Department of Civil Engineering, NITK

Applications are invited for the following post to work for the L&T Sponsored M.Tech (CTM) BIS program in the Department of Civil Engineering, on temporary basis.

Name of the post	No. of posts
Project Administrative Coordinator	01

Salary	Rs. 32,500.00 per month (Consolidated)
Duration	11 months
Essential Qualification	Undergraduate Degree in Civil/Architecture (or) any other undergraduate degree with MCA/MBA degree
Desirable Attributes	Computer knowledge related to office maintenance; Knowledge in purchase procedures; Knowledge in drafting software; Technical report writing, Ability to learn and adapt to different project management and BIM software tools
Experience	At least 3 years (i) in office administration and management in educational institutions, or (ii) in office administration and management in civil engineering industry
Age	Not exceeding 40 years
Last date to submit the Application by Email	30-07-2026

- The applications (in the format attached) along with all relevant certificates should be sent to the following email address:
coordinator.lntbis@nitk.edu.in
- Only shortlisted candidates will be called for the interview which is scheduled to be held in the first/second week of August 2026 at NITK Surathkal.
- The selected candidates will be required to report for duty within 15 days of receiving the appointment order.
- No other allowances are applicable to the candidates selected for the above post.

Dr. Rajasekaran C.
Associate Professor
Co-ordinator - L&T sponsored M.Tech (CTM) BIS Program
Department of Civil Engineering, NITK, Surathkal