

National Institute of Technology Karnataka, Surathkal

**RECRUITMENT ON CONTRACT BASIS**  
**Legal Officer / Placement Officer / Public Relations Officer /**  
**Graphics & Web Designer / Accounts Officer /**  
**Internal Audit Officer / Medical Officer**

No.: 5214-NITK-Estt./Contract/2024/B1

27-08-2024

National Institute of Technology Karnataka (NITK), Surathkal located in Mangalore is an Institute of National Importance ranking among the top 17 engineering institutes in India (NIRF 2024). Mangalore is the headquarters of Dakshina Kannada district, well connected by road, rail, air and sea to other parts of the country and world. It an important centre of education, business, trade and tourism. Spread over nearly 300 acres with verdant greenery and its own beach, NITK campus provides an inspiring and peaceful ambience to its residents. The Institute currently houses over 6500 students. Since its inception in 1960 (as Karnataka Regional Engineering College), NITK has produced over 35,000 alumni who have immensely contributed in different fields, including high value business ventures. More than 270 faculty members hailing from different parts of the country have made NITK their home. The unique Central Research facility housing sophisticated instruments enables cutting-edge research. The in-house S&T Park provides an exciting opportunity for incubating start-up companies.

NITK invites applications for the following contractual posts from eligible Indian nationals. The respective details are given here, followed by common terms and conditions of engagement applicable to all the posts.

**A. Recruitment Rules for the post of Legal Officer:**

SI.No	Particular	Criteria
1	Name of the Post	Legal Officer (On Contract Basis)
2	Number of Post	One Post within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹70,000/- per month consolidated at start of appointment
5	Age Limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required	First Class Bachelors degree of Law (LLB) or Post Graduate Degree of Law (LLM) from a reputed University/ Institute recognized by Bar Council of India. Applicant should be registered as advocate in the Bar Council of India in terms of the Advocates Act, 1961.
7	Experience required	At least two years of work experience 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.
8	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; and any other relevant duties assigned by the Institute Authority.

**B. Recruitment Rules for the post of Placement Officer:**

SI.No	Particular	Criteria
1	Name of the Post	Placement Officer (On Contract Basis)
2	Number of Post(s)	One Post within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹ 70,000/- per month consolidated at start of appointment
5	Age limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required	First Class B.E/B.Tech degree along with full-time MBA (HR), both from reputed institute/ university. Candidate must possess excellent communication skills (oral and written), interpersonal skills, and ability to liaison with different types of companies.

7	Experience	At least two 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.
8	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.

### C. Recruitment Rules for the post of **Public Relation Officer:**

SI.No	Particular	Criteria
1	Name of the Post	Public Relations Officer (On Contract Basis)
2	Number of Post(s)	One Post within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹70,000/- per month consolidated at start of appointment
5	Age limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required	First Class Bachelor's degree in Journalism/ Mass Communication/ Public Relation/ Management or equivalent along with First Class Masters/ PG Degree in Journalism/ Mass Communication/ Management or equivalent. Candidate must possess excellent communication skills (oral and written, in English, Hindi and local language), interpersonal skills, ability to liaison with different types of people, and social media content development.
7	Experience	At least two years of work experience in Public Relations / Media Relations/ Social Media Management/ Communication at any premier technical institute or business school.
8	Nature of Duties	To assist Professor-in-Charge (Media Advocacy & PR) in enhancing NITK's visibility and publicizing various events; creating press notes, newsletters, blogs, articles and social media content; uploading on Institute website and online platforms; liaising with journalists and media houses (newspapers, print, digital and TV); vetting and monitoring online posts, brochures, webpages, etc. and any other duties assigned by the Institute Authority

### D. Recruitment Rules for the post of **Graphics & Web Officer:**

SI.No	Particular	Criteria
1	Name of the Post	Graphics and Web Officer (On Contract Basis)
2	Number of Post(s)	One Post within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹70,000/- per month consolidated at start of appointment
5	Age limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required for direct recruits	First Class B.Des/ M.Des/ BE/ B.Tech degree along with Masters/ Post Graduate/ Certificate courses in Graphic Design/ Web Design/ UI-UX from reputed institution. Candidate must possess required knowledge and skills of relevant software tools for info-graphics, brochures, photo & video editing, website development.
7	Experience	At least two 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).
8	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.

#### **E. Recruitment Rules for the post of Internal Audit Officer:**

<b>Sl.No</b>	<b>Particular</b>	<b>Criteria</b>
1	Name of the Post	Internal Audit Officer (On Contract Basis)
2	Number of Post(s)	One Post within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹70,000/- per month consolidated at start of appointment
5	Age limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required for direct recruits	First Class Bachelor's degree in Commerce/ Management, and Chartered Accountant from the Institute of Chartered Accountants of India or Cost & Management Accountant. Candidate must have good knowledge of the relevant rules, regulations and procedures of Govt. of India.
7	Experience	At least two years of work experience in internal audit, preferably in reputed educational / R&D institute/ CAG Office/ Central Govt/ State Govt/ Autonomous body/ PSU. Candidates with knowledge of computerization shall be given preference.
8	Nature of Duties	To inspect and audit various financial records, accounts, ledgers, tenders, investments and statements; stocks & assets verification; pre and post audit work; liaise with CAG office; advise necessary improvements in financial and accounting procedures; guide and ensure statutory compliances; any other relevant duties assigned by the Institute Authority.

#### **F. Recruitment Rules for the post of Accounts Officer:**

<b>Sl.No</b>	<b>Particular</b>	<b>Criteria</b>
1	Name of the Post	Accounts Officer (R&D Projects) (On Contract Basis)
2	Number of Post(s)	One post within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹70,000/- per month consolidated at start of appointment
5	Age limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required for direct recruits	First class Bachelor's degree in Commerce or Management along with CA/ICWA/ M.Com/ MBA (Finance) from a reputed university. Candidate should have good knowledge of GFR and other Govt. rules related to finance, accounts and purchase, and familiarity with relevant E-Office software/ digital systems.
7	Experience	At least two years of work experience as Accounts Officer/ Assistant Registrar in finance/ accounts/ purchase section of reputed educational/ R&D institute/ Central Govt/ State Govt/ Autonomous body/ PSU.
8	Nature of Duties	Assist Dean (Research & Consulting) to manage project finances and accounts; track the sanctions from funding agencies; facilitate the procurement of research consumables and equipment; check and pass bills and vouchers; coordinate with the accounts section for processing payments, project staff salaries, travel and other expenses; issue utilization certificates and statements of expenditure; assist in timely audit of project accounts; ensure compliance of the applicable regulations like GFR and GST; any other responsibilities assigned by the Institute Authority.

#### **G. Recruitment Rules for the post of Medical Officers:**

<b>Sl.No</b>	<b>Particular</b>	<b>Criteria</b>
1	Name of the Post	Medical Officer (On Contract Basis)
2	Number of Post(s)	<b>Two Posts</b> within limits of sanctioned strength
3	Classification	Young Professional
4	Remuneration	₹70,000/- per month consolidated at start of appointment
5	Age limit	Between 30 to 40 years as on 26.08.2024
6	Education Qualification and other qualifications required for direct recruits	First Class MBBS degree or equivalent as per Medical Council Act, 1956 and registered in Indian/State Medical Register. <u>Desirable:</u> First Class Post Graduate Qualification, preferably MD in General Medicine or equivalent qualification.

7	Experience	At least two years of work experience as Medical Officer in reputed educational/ R&D institute/ Central Govt/ State Govt/ Autonomous body/ PSU.
8	Nature of Duties	Deliver high quality patient care for students, faculty, staff and campus residents by diagnosing and treating a various diseases and injuries; work in collaboration with other doctors, nurses and assistants in Health Care Centre; prepare and maintain patient records; ensure regular maintenance of medical instruments; guide public health and sanitation; and any other duties assigned by Resident Medical Officer or Institute Authority.

### **TERMS AND CONDITIONS OF ENGAGEMENT**

1. The engagement will be short-term on contract basis only.
2. The Contract Period will be one year, extendable annually based on the performance review and the Institute requirements, for a maximum period of 3 years.
3. The Officer having accepted the offer of engagement shall enter into a contract detailing the terms and conditions of engagement before being assigned any work.
4. The appointment of the Officer will be on full-time basis and he/she will remain present in office during office working hours and also as and when required.
5. Consolidated monthly emoluments will be ₹70,000/-. No other perks/ allowances/ medical benefits/ insurance/ Institute accommodation shall be applicable. Any request for accommodation may be considered if surplus accommodation is available and recommended by Staff Quarters Allotment Committee.
6. The work timings will be as per the Institute rules. In exigencies, Officers may be required to work before/ beyond normal working hours and on weekends/holidays, for which no additional remuneration shall be admissible.
7. Paid leave of absence shall be allowed at the rate of 1.5 days for each completed month of service.
8. During the period of engagement with NITK, the Officer 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.
9. The contract may be terminated by either side by one month's notice or payment of notice pay in lieu thereof.

### **INSTRUCTIONS FOR CANDIDATES**

**Key Dates:** The application portal will be opened on **27th August, 2024**. The last date for online submission of application is **16th September, 2024, 5:00 PM**.

**How to apply:** Interested candidates should directly apply through the link provided on the Institute website <https://recruitment.nitk.ac.in/> and upload the following documents (clubbed into a single PDF file, not exceeding 20 MB).

1. Detailed biodata
2. Degree certificate and mark sheets of qualifying examination.
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) candidates, the latest non-creamy layer certificate is essential (issued on or after 01.04.2024). Transgender candidates are required to attach certificate/ identity proof issued by Government/ Competent Authority.

**Fee:** Candidates belonging to SC/ST, PwD, Ex-servicemen, Transgender and women shall pay a processing fee of Rs. 100/-. Other candidates shall pay a processing fee of Rs. 500/-. Fees once paid are Non-refundable.

**Important:** Candidates can send queries if any, related to advertisement to [ntsrc2024@nitk.edu.in](mailto:ntsrc2024@nitk.edu.in) with subject mentioning the name of the post (ex. "Legal Officer on Contract").

**Selection Process:** Applications of only those applicants will be considered who have filled the online form. Applications will not be considered in case the above-mentioned documents are not submitted as per the data filled in application form.

The selection of Young Professionals 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. In case of large number of eligible applications, the Institute reserves the right to restrict the number of shortlisted candidates to a reasonable limit, based on higher qualification, duration and type of experience, accreditations, certifications and achievements. The

Test/Interview will be conducted at Institute premises (Surathkal, Mangalore), in physical mode, whose schedule will be notified on the Institute website.

The Institute reserves the right to increase/decrease the number of vacancies as per the need or cancel the advertisement itself without any notification.

### **GENERAL INFORMATION**

1. Indian Nationals only need to apply.
2. The cut-off date for determining eligibility criteria in respect of post qualification inline experience and age shall be 26.08.2024 and will remain unchanged irrespective of any reason whatsoever.
3. The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions.
4. Candidates are advised in their own interest not to furnish any particulars that are false, tampered, fabricated or suppress any information while filing up the application form or during the verification process. In any such case, the candidature/ engagement shall be treated as null/void at any stage in the selection process.
5. Candidates will be short-listed for Test/ Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test / Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
6. Mere issue of call letter to the candidate will not imply that the candidature has been found eligible. Calling a candidate for Test/Interview merely indicates that it is felt that the candidate with others may be suitable for the post and conveys no assurance whatsoever that they will be recommended or selected or their conditions specified in the application will be accepted.
7. The decision of Institute administration regarding eligibility criteria, acceptance or rejection of applications to the post etc. shall be final and binding on all candidates. Mere fulfilment of the minimum qualification, experience and requirement will not vest any right on candidates for being called for Interview.
8. After successful online submission of application, a print out of the application form must be obtained and submitted when called for Test/Interview. It will be required at the time of document verification/ interview. Hard copy of the application is NOT to be sent to the Institute.
9. The Institute has a right to decide the mode of screening and testing the applicants.
10. The Institute reserves the right to restrict the number of candidates for test/interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
11. The selection of candidates shall be at the sole discretion of the Institute and the decision in this matter will be final and binding.
12. Any corrigendum/updates to the advertisement will be published on NITK website only; hence candidates are requested to check the Institute Website regularly.
13. No correspondence/ interim/ personal inquires will be entertained from the candidates in connection with the process of selection/ interview.
14. No TA/ DA will be paid to attend the interview.
15. Candidate will appear for the interview at their own risk and Institute will not be responsible for any injury or losses etc. of any nature.
16. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/ recruitment shall result in disqualification of candidature.
17. Institute administration reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereafter.
18. After selection, the waitlist panel will be applicable in case of selected candidates not joining for any reason or selected candidates separating from the Organization.
19. Selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining. They should be prepared to join duty within the specified time limit.
20. The Institute reserves the right to terminate the contract of engagement without any notice if the performance is not deemed satisfactory.
21. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in courts/ tribunals/ forums located at Mangaluru only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

**Sd/-  
REGISTRAR**