



National Institute of Technology Karnataka, Surathkal

Mangaluru - 575 025, Karnataka, India

Website: www.nitk.ac.in

No.: NITK/Dean-FSW/Officers-on-Contract/2025

Date: 21-03-2025

Instructions and other details for the appointment of Officers on Contract

Walk-in-interview for the appointment of "Officers on Contract" is scheduled to be conducted for the following positions.

S.No.	Position	No of Positions
1	Internal Audit Officer	01
2	Accounts Officer	01
3	Public Relations Officer	01

The detailed information regarding educational qualifications, salary, Roles and Responsibilities (Annexure-1) and Terms and condition of engagement under contract (Annexure -2) are enclosed herewith.

Venue for interview: Main Seminar Hall, Main Building, NITK Surathkal.

Instructions for Candidates

Walk-In interview Date: 4th April 2025 (May be extended to 5th April 2025)

Registration: 9.00 AM to 10.00 AM

Venue: Main Seminar Hall, Main Building, NITK Surathkal

Interview: 11.00 AM onwards

How to apply: Interested candidates will have to submit the filled in application form along with the relevant documents at the time of Registration.

The required documents are:

1. Detailed biodata
2. All degree certificates and all mark sheets of qualifying examination (Originals and 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) 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.

Selection Process: The eligible applicants will be considered for the Interview.

The selection of practicing 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.

Sd/-

Dean (Faculty & Staff Welfare)

Annexure-1

The Details of Educational Qualification and Experience Required, salary, Roles and Responsibilities

Sl.No	Particular	Criteria
1	Name of the Post	Internal Audit Officer (On Contract Basis)
2	Number of Post(s)	One Post within limits of sanctioned strength
3	Remuneration	₹70,000/- per month consolidated at start of appointment
4	Age limit	56 years as on 21-03-2025
5	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.
6	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.
7	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.

Sl.No	Particular	Criteria
1	Name of the Post	Accounts Officer (Finance) (On Contract Basis)
2	Number of Post(s)	One post within limits of sanctioned strength
3	Remuneration	₹70,000/- per month consolidated at start of appointment
4	Age limit	56 years as on 21-03-2025
5	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.
6	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.
7	Nature of Duties	CSAB related transactions, Day to day monitoring of transactions of all Grant in Aid transactions under OH31, OH35, OH36, Institute Funds, Corpus Funds, Investments, Finalization of the Accounts, 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.

Sl.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	Remuneration	₹70,000/- per month consolidated at start of appointment
4	Age limit	56 years as on 21-03-2025
5	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.
6	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.
7	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
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The Contract Period 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.

Annexure-2

TERMS AND CONDITIONS OF ENGAGEMENT

1. The engagement will be short-term on contract basis only.
2. The Contract Period 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 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. Consolidated monthly emoluments will be up to ₹70,000/- based on Professional Experience. No other perks/ allowances/ medical benefits/ insurance/ Institute accommodation shall be applicable. However, request for accommodation may be considered if surplus accommodation is available and recommended by Staff Quarters Allotment Committee.
5. 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.
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 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.
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. 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 21-03-2025 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 Interview on the basis of the information provided by them. They must ensure that such information is true. If at any subsequent stage or at the time of processes any information given by them or any claim made by them is found to be false, their candidature will be liable to be rejected.
6. 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.
7. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
8. The selection of candidates shall be at the sole discretion of the Institute and the decision in this matter will be final and binding.
9. No correspondence/ interim/ personal inquires will be entertained from the candidates in connection with the process of selection/ interview.
10. The interview may be extended to one more day depending on the number of applications. The applicants shall be ready to attend interview on either of the two days.
11. No TA/ DA will be paid to attend the interview.
12. 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.
13. 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.
14. Institute administration reserves the right to cancel engagement process at any stage, without issuing any further notice or assigning any reason thereafter.
15. After selection, the operation of waitlist will be applicable in case of selected candidates not joining for any reason or selected candidates separating from the Organization.
16. 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.
17. The Institute reserves the right to terminate the contract of engagement without any notice if the performance is not deemed satisfactory.
18. 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.

***** Ends *****