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NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

(An Institute of National Importance, Established under NITSER Act, Government of India)
MANGALURU - 575 025, KARNATAKA, INDIA

No.: 5213-NITK-NTR/Admin.-Estt./2025/B1 Date: 07th January, 2025

RECRUITMENT NOTIFICATION FOR NON-TEACHING POSITIONS

The National Institute of Technology Karnataka (NITK), Surathkal is an Institute of National Importance, established by the NITSER Act, 2007 under the Ministry of Education, Government of India. The Institute invites **ONLINE Applications** from eligible Indian Nationals to fill up the following 18 vacant regular posts through Direct Recruitment.

Sl. No.	Name of the Post (Pay Level)	Total Vacancies: 18 *	Upper Age Limit	Method of Recruitment
1.	Principal Scientific Officer/ Principal Technical Officer (Pay Level - 14)	02 UR (01 - Computer Science or related disciplines, 01 - Mechanical/ Metallurgy or related disciplines)	56 Years	Direct Recruitment, failing which, by Deputation/ Contract as per RRs (2019) for the Non-teaching posts in NITs.
2.	Principal SAS Officer (Pay Level - 14)	01 UR	56 Years	Direct Recruitment, failing which, by Deputation (Including Short Term Contract) as per RRs (2019) for the Non-teaching posts in NITs.
3.	Superintending Engineer (Pay Level - 13)	01 UR	56 Years	
4.	Deputy Registrar (Pay Level - 12)	02 (01 UR, 01 OBC-NCL**)	50 Years	Direct Recruitment, failing which, by Deputation (Including Short Term Contract) as per RRs (2019) for the Non-teaching posts in NITs.
5.	Deputy Librarian (Pay Level - 12)	01 UR	50 Years	
6.	Assistant Registrar (Pay Level - 10)	05 (02 UR, 01 SC, 01 OBC-NCL, 01 EWS)	35 years	
7.	Assistant Librarian (Pay Level - 10)	01 UR	35 years	
8.	Medical Officer (Pay Level - 10)	03 (02 UR, 01 OBC-NCL)	35 years	
9.	SAS Officer, (Pay Level - 10)	01 UR	35 Years	
10.	Executive Engineer (Civil), (Pay Level - 10)	01 UR	35 Years	Direct Recruitment, failing which, by Deputation as per RRs (2019) for the Non-teaching posts in NITs.

*** 01 Post is reserved for Divyangjan (PwD).**
**** 01 (OBC-NCL) in the post of Deputy Registrar (Pay Level - 12) is anticipated vacancy.**

For details regarding the Online Application Form, Educational Qualifications, Experience, other requirements, and terms & conditions for the positions, please visit the Institute website: **www.nitk.ac.in**

The last date for submission of the online application is 10th February, 2025 till 05:30 P.M.

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ESSENTIAL QUALIFICATIONS, DESIRABLE QUALIFICATION, AGE, AND EXPERIENCE:

The essential qualifications, desirable qualifications, age, and experience for the above posts are as per Recruitment Rules (2019) for the Non-teaching posts in National Institutes of Technology (NITs) (Enclosed as ANNEXURE - I).

GENERAL INSTRUCTIONS:

1. The relevant Recruitment Rules for the Non-teaching posts, are available on the Institute website www.nitk.ac.in. The candidates are advised to refer to the same before filling out the online application form. However, any modification in the uniform Recruitment Rules as notified by the Ministry of Education, Government of India shall be finally applicable.

2. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. The Institute shall retain online applications data for non-shortlisted candidates only for three months after the completion of the recruitment process.

3. The candidates are required to apply in the online portal only with complete information. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and a separate application must be submitted online for each post and remit fees for each post.

4. NITK, Surathkal strives to have a workforce which also reflects gender balance and women candidates are encouraged to apply.

5. The date for determining the eligibility of candidates in every respect i.e., qualifications, experience and preferred age limit, etc. shall be considered as on **10th February, 2025 till 05:30 P.M.,** i.e., the closing date of online submission of application. Only the date of birth as indicated in Secondary School Leaving Certificate/ Birth Certificate will be accepted.

6. ***Those candidates applying through the Deputation method: Upon submission of the online application, self-attested hard copy of the online application (Separate for each post, if any), accompanied by the following documents, should be routed through proper channel:***

   i) Certified copies of APARs for the last 05 years i.e., for the period 2019-2020 to 2023-2024, duly attested on each page by an officer not below the rank of Under Secretary or equivalent;
   ii) Vigilance Clearance Certificate;
   iii) No Objection Certificate.

   These should be routed through proper channel in sealed envelope super-scribed as "Application for the post of …….. at NITK, Surathkal", so as to reach the address given below through Speed Post/ Registered Post on or before 17th February, 2025 till 05:00 P.M.:

   The Registrar,
   National Institute of Technology Karnataka (NITK), Surathkal,
   Mangaluru - 575 025, Karnataka, India.

   The online application will be treated as advance copy only. In the event of non-receipt of hard copy of the application through proper channel within the stipulated period, candidature will be considered provisionally if No Objection Certificate is provided by that time along with an undertaking that he shall arrange for the above documents at the time of interview, failing which the candidature will be treated as cancelled and no further correspondence will be entertained in this regard.

7. No TA/ DA shall be paid to candidates for attending the selection process.

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8. The applicant will be responsible for the authenticity of submitted information, other documents, and photographs. Furnishing of any false/ incorrect information and/ or suppression/ concealment of facts shall lead to rejection/ cancellation of application/ selection.

9. The number and nature of posts shown above may change and vary during selection/ recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.

10. Reservation/ concession for SC/ ST/ OBC-NCL/ EWS/ Divyangjan (PwD)/ Ex-Servicemen is as per Central Government Rules.

11. Candidates belonging to SC and ST categories should attach a certificate obtained from Revenue Authorities not below the rank of Tahsildar or from a First-Class magistrate of the place of domicile of the candidates clearly authenticating the category to which they belong in the prescribed form [Enclosed as Annexure - II (A)].

12. OBC certificate issued on or after 01st April, 2024 shall be considered for reservation under OBC-NCL category. The certificate should clearly mention that the applicant belongs to the non-creamy layer and the caste of the applicant must be in the State-wise Central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx. The OBC certificate must be produced in the prescribed proforma [Enclosed as Annexure - II (B)].

13. EWS certificate issued on or after 01st April, 2024 shall be considered for reservation under the EWS category [Enclosed as Annexure - II (C)].

14. The Divyangjan (PwD) candidates shall be required to submit the Disability/ Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with a duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate shall be rejected if the disability is less than 40%. The Divyangjan (PwD) certificate must be produced in the prescribed proforma [Enclosed as Annexure - II (D)].

15. Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma for availing age relaxation, if any, as per rules [Enclosed as Annexure - II (E)].

16. Age relaxation for SC/ ST/ OBC-NCL/ Divyangjan (PwD) applicants shall be applicable as per Government of India norms.

17. Guidelines for Scanning and Uploading of Photo and Signature:

Before applying online, the candidate shall be required to have a scanned (digital) image of his/ her photograph, and signature as per the specifications given below.

i. Photograph image:

a) The photograph must be a recent passport-size colour photo.
b) Make sure that the picture is in colour, taken against a light-coloured, preferably white background.
c) If you have to use flash, ensure there is no "red-eye"
d) If you wear glasses, make sure that there are no reflections and that your eyes are clearly visible.
e) The photograph with a cap, hat and/ or dark glasses is not acceptable.
f) Dimensions should be 200 x 230 pixels.
g) Size of the file should be between 50-200 KB with a dimension of (4.5 × 3.5 cm)
h) Image type: .jpg / .jpeg

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ii. Signature image:

a) The applicant has to sign on white paper with a Blue ballpoint pen.
b) Dimensions should be 140 x 60 pixels.
c) Size of the file should be between 50-200 KB
d) Image type: .jpg / .jpeg
e) Signature in CAPITAL LETTERS shall NOT be accepted.

Note: If the applicant's signature/ photo on the attendance sheet or call letter, does not match with the signature/ photo uploaded, then the applicant will be disqualified.

18. Under academic records, in the case of CGPA, the applicants must attach the certificate which contains the equivalent percentage score, issued by the respective University/ Institute.

19. Besides the Basic Pay in the applicable Pay Level of the post, admissible allowances like DA, HRA, etc. in accordance with the Central Government/ Institute Rules in force from time to time are payable. The employees of the Institute shall be entitled to medical benefits for themselves and their dependents as per the Institute norms.

20. The National Pension Scheme (NPS) is applicable to all direct recruits as per Institute Rules, except those incumbents who are governed under the CCS (Pension) Rules, 1972, as on the date of appointment in the Institute.

21. Accommodation on campus, if available, shall be provided as per Institute norms. Leave Travel Concession (LTC) for themselves and their family shall be provided as per the Central Government Rules.

22. Candidates employed in Government/ Autonomous Bodies/ PSUs should upload a "No Objection Certificate (NOC)" and "Vigilance Clearance Certificate (VCC)" from their current employer in support of their application. The candidates, who are not able to upload the NOC and VCC at the time of filling online form, must bring the NOC and VCC at the time of document verification during the Written Test and/ or Interview.

23. The selection among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test/ Presentation before interview for further shortlisting the candidates.

24. Regular Staff of NITs will be given relaxation of age etc., as per the provisions stipulated in the MoE (erstwhile MHRD) letter No.F.35-5/2018-TS.III, dated 20th February, 2019.

25. Canvassing in any form shall lead to disqualification.

26. For any technical queries related to the filling up of the application form, the candidates are requested to send an E-mail to: **ntsrc2025@nitk.edu.in**

27. All eligible candidates shall have to appear for a Written Test and/ or Interview. Applicants are advised to regularly visit the Institute website for any updates/ notifications. Interim inquiries relating to any matter shall not be entertained.

28. Candidates are advised to come prepared for a minimum of two days' stay to participate in the selection process.

29. Candidates are instructed to bring the call letter and all the relevant certificates and testimonials (original and one set of self-attested copies) at the time of the Written Test and/ or Interview.

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30. The appointment however shall be subject to satisfying conditions like qualifying the medical examinations prescribed, verification of character antecedents besides verification of SC/ ST/ OBC-NCL/ EWS/ Divyangjan (PwD)/ Ex-Servicemen certificate etc., if applicable. The candidates should be prepared to join duty within the specified time limit failing which the appointment shall be summarily cancelled.

31. Any addendum/ corrigendum and related notifications shall be published on the Institute website: www.nitk.ac.in only. Applicants are advised to regularly visit the Institute website for any updates/ notifications. Interim inquiries relating to any matter shall not be entertained.

32. The Institute reserves the right not to fill up the posts, or cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

33. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of the offer of appointment, the Institute reserves the right to withdraw/ cancel any/ all communication made with the applicants.

34. No queries related to changes in the data contents/ missing documents in the application form shall be entertained after submission of the online application form.

35. Any dispute regarding the selection/ recruitment process shall be subject to courts/ tribunals having jurisdiction over Mangaluru only.

36. All applicants are required to mention one valid personal E-mail ID and Mobile Number. It should be kept active during the entire recruitment process. Registration No., Password, and all other important communications shall be sent on the same registered E-mail ID.

37. Call letters to eligible candidates shall be issued to their E-mail ID and can also be downloaded from the recruitment application portal. A list of eligible candidates called for a Written Test and/ or Interview shall be uploaded on the Institute website (www.nitk.ac.in). **No separate letter (Hard Copy) shall be sent for this purpose.** Further, please visit the Institute website regularly for any updates or subsequent amendments in the advertisement and results.

38. A non-refundable Application Fee of ₹1,500/- for UR/ OBC-NCL/ EWS candidates is payable through the online recruitment portal. The candidates applying for multiple posts should submit separate applications and remit fees for each post. No fee shall be charged for SC/ ST/ Divyangjan (PwD)/ Women candidates. Failing to remit the fee in case of applicable category candidates as per the instructions shall render rejection of the application. **The fee once paid shall not be refunded under any circumstances.**

39. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi-Govt./ Autonomous Organizations etc. The applicants are requested to submit correct information in the application form.

40. Documents/ Certificate to be enclosed/ produced:

    The following documents/ certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/ proof of online application processing fee deposited, at the time of appearing in the selection process:

    a) Matriculation/ 10th Standard or equivalent certificate indicating date of birth.
    b) Higher Secondary/ Class 12th (or equivalent) Board Certificate and Marksheet.
    c) UG/ PG Degree/ ITI/ Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years.
    d) SC/ ST certificate issued by the competent authority [Annexure - II (A)].
    e) The OBC-NCL issued on or after 01st April, 2024 [Annexure - II (B)].
    f) The EWS Certificate issued on or after 01st April, 2024 [Annexure - II (C)].

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g) Divyangjan (PwD) applicants shall be required to produce the Disability Certificate [Annexure - II (D)].
h) Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma [Annexure - II (E)].
i) Experience Certificate(s) from the Head(s) of Organization(s) as per the prescribed proforma [Annexure - II (F)].
j) No Objection Certificate (NOC) and Vigilance Clearance Certificate (VCC), if applicable, [Annexure - II (G) and Annexure - II (H) respectively] issued from the existing employer, on or after 07th January, 2025.
k) Photo identity card (in original, such as Aadhaar Card/ Passport/ Driving License/ Voter ID Card).
l) The supporting documents for claiming the past experiences at different levels.
m) Any other relevant documents in support of the entries filled in the application form.
n) In case if the qualification is not strictly as per the RRs, the candidates are required to provide equivalency certificate from respective board/ university.
o) Equivalence certificate in case of result having CGPA from respective Institute. In case of non-availability conversion formula from CGPA/ OGPA to percentage from respective Institute/ university, the conversion from CGPA (10-point scale) into percentage will be considered as CGPA (10-point scale) x 10 = percentage of marks.
p) Candidates applying through the Deputation method shall submit the certified copies of APARs for the last 05 years i.e., for the period 2019-2020 to 2023-2024, duly attested on each page by an officer not below the rank of Under Secretary or equivalent.

41. Notwithstanding anything contained, the guideline of recruitment rules, as communicated by Department of Higher Education, MHRD [Now, Ministry of Education (MoE)], Government of India vide letter No. F.35-5/2018 - TS.III, dated 04th April, 2019 will be applicable. However, any modification in the uniform Recruitment Rules as notified by Ministry of Education, GoI will be finally applicable.

42. Any addendum/ corrigendum and related notifications will be published on the Institute website: www.nitk.ac.in only. Applicants are advised to regularly visit the Institute website for any update/ notification.

43. The decision of the Competent Authority shall be final in the matter of selection.

44. Candidates possessing the requisite qualification and experience may apply online at **www.nitk.ac.in** only**. The last date for closing the online application interface is 10th February, 2025 till 05:30 P.M. The hard copy of the online application need not be sent by post (except for candidates applying through Deputation basis).**

Sd/-
Registrar
NITK, Surathkal

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