

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
NIT Campus P.O., Calicut, Kerala-673601, India

P1/Adhoc/Recr/2026-27

Dated: 16.01.2026

INSTRUCTIONS AND OTHER DETAILS FOR THE APPOINTMENT ON CONTRACT

The Institute proposes to engage staff purely on contractual (temporary) basis in various departments and sections.

POST CODE	POST NAME	No: of Posts
01	Executive (Outreach)	1
02	Chief Security Officer	1
03	Assistant Security Officer	1
04	Executive (Continuing Education & Skill development)	1
05	Placement Officer	1
06	Horticulture Officer	1
07	Software Developer	2
08	Network Administrator	1

The detailed information regarding educational qualifications, salary, roles and responsibilities (Annexure – 1), and terms and conditions of engagement under contract (Annexure -2) are enclosed herewith.

INSTRUCTIONS TO CANDIDATES

1. The applicants must be citizens of India.
2. The candidates can apply through the link (<https://recruit.nitc.ac.in>) by paying the requisite fee as mentioned in Annexure -2.
3. The Applicants should mail a copy of the submitted application form along with the following documents to the rectnf@nitc.ac.in within five days from the closing date of application.
 - (a) Detailed Curriculum vitae
 - (b) Diploma/Degree certificates with mark sheets of all qualifying examinations.
 - (c) Experience certificates and testimonials
 - (d) Proof of date of birth
 - (e) ID proof
 - (f) Certificate issued by the Competent Authority, if the candidate belongs to SC/ST/OBC-NCL/PwBD and would like to avail concession in this regard.
 - (g) Discharge certificate indicating completed years of service and post held in case of ESM candidates.

Opening date of the online application portal : 22.01.2026, 5:30 PM. Closing date of the online application portal : 06.02.2026, 11:59 PM
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Sd/-
Dean (FSW)

Annexure – 1

The Details of Educational Qualification and Experience Required, Salary, Roles, and Responsibilities:

1. Outreach Executive (On Contract) (Post Code 01)

S No	Particulars	Details
1	Name of the Post	Executive (Outreach)
2	Number of Posts	01 (One)
3	Scale of Pay	Consolidated monthly remuneration of Rs. 60,000 to Rs. 75,000/- commensurate with the experience of the candidate
4	Nature of Appointment	Full-time (Contractual)
5	Place of Posting	NIT Calicut, Kerala
6	Reporting To	Dean International, Alumni and Corporate Relations (IACR)
7	Roles & Responsibilities	<p><u>International Relations</u></p> <ul style="list-style-type: none">● Identify, initiate, and manage MoUs, academic collaborations, student exchange, and joint research programs with foreign institutions.● Coordinate international outreach activities, participation in global education fairs, webinars, and academic networking events.● Facilitate incoming and outgoing international students, visiting faculty, scholars, and exchange programs.● Support international student recruitment and promotion of NIT Calicut's academic programs abroad.● Assist in formulation and implementation of internationalization strategies in alignment with NEP 2020.● Act as nodal officer for embassies, international agencies, foreign universities, and government bodies.● Prepare official correspondence, reports, databases, proposals, and presentations related to international activities.● Ensure compliance with Government of India rules, visa regulations, and Institute policies related to international engagements. <p><u>Outreach Activities</u></p> <ul style="list-style-type: none">● Being the nodal staff of NIT Calicut for its educational outreach activities.● Facilitating group visits from neighboring schools and colleges to institute labs and other facilities. Planning for more demonstration items to make these visits more fruitful to the visiting students.● Actively seeking out CSR funding for educational outreach activities.● Laying the groundwork for building an Outreach Centre at NIT Calicut.

		<p><u>Alumni Relations</u></p> <ul style="list-style-type: none"> ● Build and strengthen relationships with alumni and non-alumni philanthropists to support institutional goals. ● Develop engaging content and newsletters for regular communication and sustained alumni engagement. ● Manage and update the alumni portal and related sections of the Institute's website, ensuring accuracy, timely updates, and alignment with ongoing outreach initiatives.
8	Eligibility Criteria	<ul style="list-style-type: none"> ● Btech in any discipline/PGDM / MBA /Master's Program in International Relations from a reputed Business school/Management Institution ● Desirable: 3 years' experience in International Relations Office / Alumni relations office of IITs / NITs / Central Universities / other reputed institutions/ CSR Foundations.
9	Skills & Competencies	<ul style="list-style-type: none"> ● Excellent written and verbal communication skills; ability to draft MoUs and official documents ● Strong coordination, negotiation, and cross-cultural communication abilities ● Proficiency in MS Office, data handling, online collaboration tools ● Willingness to travel nationally/internationally as required
10	Tenure	Initially for One year, extendable based on performance and requirement.
11	Age Limit	Preferably below 45 Years.

2. Chief Security Officer (On Contract) (Post Code 02)

S No	Particulars	Details
1	Name of the Post	Chief Security Officer
2	Number of Posts	01 (One)
3	Scale of Pay	Consolidated monthly remuneration of Rs. 70,000 to Rs. 75,000/- commensurate with the experience of the candidate
4	Nature of Appointment	Full-time (Contractual)
5	Place of Posting	NIT Calicut, Kerala
6	Reporting To	Officer-In-Charge (Estate)
7	Roles & Responsibilities	<ul style="list-style-type: none"> ● Overall supervision and management of campus security and safety operations covering academic blocks, hostels, staff quarters, laboratories, utilities, and common facilities across a large residential campus. ● Formulation, implementation, and periodic review of security policies, SOPs, and emergency response plans in line with Government of India and Institute norms. ● Command, control, and monitoring of security personnel and outsourced security agencies, including deployment, duty rosters, performance evaluation, and discipline.

		<ul style="list-style-type: none"> ● Ensuring perimeter security, access control, visitor management, CCTV surveillance, and effective use of security infrastructure and technology. ● Coordination with local police, fire services, disaster management authorities, and other agencies for law & order, intelligence inputs, and emergency situations. ● Planning and execution of emergency preparedness and disaster management, including fire safety, medical emergencies, natural calamities, and other contingencies; conduct of mock drills. ● Oversight of hostel security, with special focus on student safety, women's safety, night patrolling, and adherence to institute regulations. ● Investigation, documentation, and reporting of security incidents, breaches, thefts, accidents, and violations to the Concerned authority. ● Traffic regulation and internal campus movement management to ensure safety of pedestrians and vehicles. ● Advisory role to the Institute on risk assessment, vulnerability analysis, and security augmentation, especially during examinations, large events, convocations, and VIP visits. ● Ensuring statutory compliance related to fire safety, labour laws (for security staff), and other applicable regulations. ● Any other security-related responsibilities entrusted by the Director/Competent Authority in the interest of the Institute.
8	Eligibility Criteria	<ul style="list-style-type: none"> ● Bachelor's Degree in any discipline. ● Minimum two years of experience in a leadership role in the capacity of Security Officer overseeing security operations in a similar educational institution. ● Retired Ex-Service Personnel not below the rank of equivalent ranks to Subedar Major (Army).
9	Skills & Competencies	<ul style="list-style-type: none"> ● Proven ability to lead and manage campus security operations, including personnel deployment, access control, surveillance systems, and outsourced agencies. ● Expertise in risk assessment, incident management, emergency response, and compliance with fire safety, disaster management, and statutory regulations. ● Strong liaison skills with police, civil authorities, institute stakeholders, and effective communication for reporting and crisis handling.
10	Tenure	Initially for one year, extendable for two more years based on performance and requirement.
11	Age Limit	Preferably below 50 Years.

3. Assistant Security Officer (ASO) (Post Code 03)

S No	Particulars	Details
1	Name of the Post	Assistant Security Officer
2	Number of Posts	01 (One)
3	Pay Scale	Consolidated monthly remuneration of Rs. 30,000 to 35,000/- commensurate with the experience of the candidate.
4	Nature of Appointment	Full-time (Contractual)
5	Place of Posting	NIT Calicut, Kerala
6	Reporting To	Chief Security Officer
7	Roles & Responsibilities	<ul style="list-style-type: none"> ● Overall supervision of campus security and safety operations covering academic, residential, and common facilities of a large residential campus. ● Formulation and implementation of security policies, SOPs, emergency response plans, and effective management of security personnel and outsourced agencies. ● Ensuring perimeter security, access control, CCTV surveillance, visitor management, and traffic regulation within the campus. ● Coordination with police, fire services, and disaster management authorities; planning and execution of emergency preparedness, mock drills, and incident reporting. ● Advisory role on risk assessment, statutory compliance, and security augmentation during examinations, major events, and VIP visits, and any other duties assigned by the Competent Authority.
8	Eligibility Criteria	<ul style="list-style-type: none"> ● Bachelor's Degree in any discipline. ● Minimum two years of experience in a supervisory role overseeing security operations in a similar educational institution. ● Retired Ex-Service Personnel not below the rank of equivalent ranks to Havildhar (Army).
9	Skills & Competencies	<ul style="list-style-type: none"> ● Proven ability to supervise the campus security operations, including personnel deployment, access control, surveillance and outsourced agencies, with strong expertise in risk assessment, emergency and incident management, statutory compliance, and effective liaison and communication with police, civil authorities, and institutional stakeholders.
10	Tenure	Initially for one year, extendable for two more years based on performance and requirement.
11	Age Limit	Preferably below 50 Years.

4. Executive (Continuing Education & Skill development) (On Contract) (Post Code 04)

S No	Particulars	Details
1	Name of the Post	Executive (Continuing Education & Skill development)
2	Number of Posts	01 (One)
3	Pay Scale	Consolidated monthly remuneration of Rs. 40,000 to 45,000/- commensurate with the experience of the candidate.
4	Nature of Appointment	Full-time (Contractual)
5	Place of Posting	NIT Calicut, Kerala
6	Reporting To	Chairperson (CCESD)
7	Roles & Responsibilities	<ul style="list-style-type: none"> ● Manage all program execution related activities and owing the end-to-end delivery of programmes allotted. ● Plan & schedule activities for the programmes and manage activities within stipulated budgets ● Support the Chairperson, CCESD in analyzing and creating process efficiencies to meet the business needs of various stakeholders. ● Work with colleagues across units and departments to ensure a consistent, comprehensive, and quality driven approach. ● Develop a sound understanding of the programs and activities undertaken at NITC and develop strong sustainable relationships for faculty coordination ● Share periodic operational reports and update relevant databases
8	Eligibility Criteria	<ul style="list-style-type: none"> ● Bachelors in Engineering/Technology (B.Tech) or Management (MBA) from a reputed Institute. ● Desirable: 1-year Experience in conducting various capacity building programs.
9	Skills & Competencies	<ul style="list-style-type: none"> ● Excellent written and verbal communication skills; ability to draft official documents ● Strong coordination, negotiation, and cross-cultural communication abilities ● Proficiency in MS Office, data handling, online collaboration tools ● Willingness to travel as required
10	Tenure	Initially for one year, extendable for two more years based on performance and requirement.
11	Age Limit	Preferably below 40 Years.

5. Placement Officer (On Contract) (Post code:05)

S No	Particulars	Details
1	Name of the Post	Placement Officer
2	Number of Posts	01 (One)
3	Scale of Pay	Rs. 60,000/- per month (consolidated)
4	Age Limit	Less than 45 years
5	Education and Other Qualifications Required	Master's Degree in Management (MBA) with at least two years prior experience in placement-related activities in reputed Engineering, Management, and/or Science institutions. Desirable: Preference will be given to the candidates who have at least two years of experience in the relevant works at CFTIs.
6	Skills/Experience Required	a) Excellent communication and negotiation skills. b) Ability to build and maintain strong relationships with industry partners. c) Proficiency in MS Office Suite and database management. d) Ability to work independently as well as collaboratively in a team.
7	Nature of Duties	a) Develop comprehensive placement strategies aligned with the objectives of each training project. b) Analyze market trends, industry demands, and skill requirements to tailor placement approaches effectively. c) Establish and maintain partnerships with employers, industry associations, and government agencies to expand placement opportunities. d) Oversee the end-to-end placement process, including candidate sourcing, screening, job offers, and onboarding. e) Generate regular reports and analytics to track placement metrics, identify trends, and evaluate program effectiveness. f) Monitor post-placement feedback and promptly address issues or concerns raised by employers or participants. g) Willingness to travel occasionally for project-related meetings, employer visits, or recruitment events. h) Provide operational direction for services offered by the Career Development Centre (CCD). i) Coordinate and liaise with multiple stakeholders, including companies, departments, students, and the department Placement Committee to facilitate CCD services.
8	Tenure	Initially for one year, extendable for two more years based on performance and requirement.

6. Horticulture Officer (On Contract) (Post code:06)

S No	Particulars	Details
1	Name of the Post	Horticulture Officer (On Contract)
2	Number of Posts	One
3	Scale of Pay	Consolidated monthly remuneration of Rs. 50,000 to Rs. 60,000/- commensurate with the experience of the candidate
4	Age Limit	Less than 35 years
5	Education and Other Qualifications Required	Bachelor's degree in Horticulture/Agriculture/Forestry with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience OR Master's degree in Horticulture /Agriculture/Forestry with at least 55% marks or equivalent CGPA from a recognized University /Institute with 5 years of relevant experience
6	Skills/Experience Required	5+ years of Work experience in Landscaping, Gardening, Floriculture, Organic Farming, Ornamental Horticulture, Vertical Garden, Contract Farming, Nursery Management, Green Waste Management, or experience of similar nature. Excellent written and verbal communication skills, and Working experience in a computerized environment.
7	Tenure	Initially for one year, extendable for two more years based on performance and requirement.

7. Software Developer Officer (On Contract) (Post code:07)

S No	Particulars	Details
1	Name of the Post	Software Developer (2 Nos)
2	Number of Posts	Two Posts
3	Scale of Pay	Rs. 50,000/- per month (consolidated)
4	Age Limit	Less than 45 years
5	Education and Other Qualifications Required	Bachelor's degree in Computer Science/ Computer Application/ Information Technology OR Master's degree in Computer Applications/ Computer Science.
6	Skills/Experience Required	<p>Skills (Mandatory):</p> <ol style="list-style-type: none"> In-depth knowledge of PHP web application development. Experience in Laravel Framework, Tailwind CSS, and Livewire. Good working knowledge of PHP (CorePHP / Object-Oriented PHP) and writing clean, fast PHP code in a timely and scalable way. Good understanding of object-oriented principles and MVC design patterns. <p>Skills (Preferred):</p> <ol style="list-style-type: none"> Knowledge of ERP development is preferred. Knowledge in MySQL, SQL Server, and Oracle Database. Advanced level of SQL (Stored Procedure/Trigger/Functions) will be an added advantage. Knowledge of RESTful APIs and JSON data formats. Experience with JavaScript and jQuery for producing AJAX applications. Familiarity with version control systems like GIT / SVN. Familiarity with the Linux environment. Familiarity with Payment Gateway Integration. Experience in migrating legacy applications

7	Nature of Duties	Development and maintenance of the in-house developed Management Information System (MIS).
8	Tenure	Initially for one year, extendable for two more years based on performance and requirement.

8. Network Administrator (On Contract) (Post code:08)

S No	Particulars	Details
1	Name of the Post	Network Administrator (On Contract)
2	Number of Posts	One
3	Scale of Pay	Consolidated monthly remuneration of Rs. 40,000 to Rs. 50,000/- commensurate with the experience of the candidate
4	Age Limit	Less than 45 years
5	Education and Other Qualifications Required	<ul style="list-style-type: none"> a) Bachelor's degree in Computer Science / Information Technology / Electronics & Communication Engineering / Networking or a related discipline from a recognized university or institute. b) Diploma holders in Networking / Computer Engineering with relevant experience may also be considered. c) Industry-recognized certifications such as CCNA / CCNP / CompTIA Network+ / MCSA / equivalent will be an added advantage.
6	Skills/Experience Required	<ul style="list-style-type: none"> d) Strong knowledge of computer networking concepts, including LAN, WAN, WLAN, TCP/IP, DNS, DHCP, VLANs, routing and switching. e) Hands-on experience in configuration, installation, monitoring, and troubleshooting of network devices such as routers, switches, firewalls, and access points. f) Familiarity with network security principles, firewall management, VPNs, and basic cybersecurity practices. g) Ability to diagnose and resolve network-related issues efficiently to ensure minimal downtime. h) Working knowledge of network monitoring tools and performance optimization techniques. i) Understanding of server environments (Windows/Linux) and basic system administration. j) Proficiency in documentation, report preparation, and maintaining network inventories. k) Good communication skills and ability to coordinate with vendors, service providers, and internal stakeholders. l) Ability to work independently as well as collaboratively in a team-oriented environment.
7	Nature of Duties	<ul style="list-style-type: none"> a) Prior experience in managing campus / enterprise / institutional networks. b) Willingness to work beyond regular hours during network outages or system upgrades, if required.
8	Tenure	Initially for one year, extendable for two more years based on performance and requirement.

Annexure – 2

GENERAL INFORMATION FOR THE CANDIDATES

1. The general information for the candidates are as follows:

- (i) Applicants are required to complete the online application, pay the prescribed fee, and email the relevant documents to rectnf@nitc.ac.in, failing which they will not be considered for interview.
- (ii) The application fee is as detailed below:

Post Code	SC/ST/Women/ESM/PwBD candidates (in Rs.)	Other candidates (in Rs.)
01	500	1000
02	500	1000
03	250	500
04	250	500
05	500	1000
06	500	1000
07	500	1000
08	250	500

- (iii) The fee can be paid by scanning the QR code; alternatively, you can make payment to the UPI id 9400785524@SBI. After making the payment kindly fill the details of 12-digit transaction id in the online application portal.



- (iv) Candidates who do not pay the fees, pay a wrong/lesser amount or enter wrong transaction details will be disqualified and rejected.
 - (v) After completing the application format in all respects, the candidate should print it out and bring along when called for selection.
2. The dates from which the application portal will be opened and closed is as displayed in the website.
 3. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be the last date for applying for the post.

4. The candidates while coming for the selection process on scheduled date and time, will be required to produce the originals in support of their claims along with Govt. issued photo ID proof during the selection process.
5. Candidates without the original certificates and requisite experience would be disqualified.
6. Request for change of date of the selection process by the candidates will not be entertained.
7. Mere fulfilment of required qualifications and experience does not entitle a candidate's selection.
8. The selection committee may decide upon any kind of skill test and/or trade test for the candidates. The decision of the Institute will be final in these matters.
9. The candidate is responsible for the information filled in the application form.
10. Only certificates from Government/Government recognized Institutions will be accepted.
11. Due consideration will be given to SC/ST/OBC/EWS/ESM candidates.
12. No TA/DA will be paid for appearing in the selection process. Any change of dates etc. also will be communicated by publishing in the website and thus candidates are requested to visit the website regularly.
13. No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
14. Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
15. The Institute bears the full right to cancel the above advertisement without assigning any reason whatsoever/without selecting anybody.
16. The Institute reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 30 days.
17. The engagement is to serve the immediate and temporary purposes of the Institute. Thus the appointment will be purely on contract/temporary basis. The above positions are not against any regular posts, and hence the candidates does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

**Sd/-
Dean (FSW)**

To:

The Webmaster
The AR (Estt.)

Copy to:

Director's Office