



**Instructions and other details for the appointment on contract.**

Applications are invited for appointment to the following position on contract basis as per details given below:

| Sl. No. | Contractual Post        | No. of posts |
|---------|-------------------------|--------------|
| 1       | Technical Officer (MIS) | 2            |

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

**Instructions for Candidates**

**How to apply:**

1. Application Forms have to be submitted in Offline Mode only.
2. Interested candidates are requested to fill up the prescribed application form available on the Institute website. The complete application, along with all supporting documents, shall be sent by Speed Post in a sealed cover. The sealed cover shall be addressed to:  
**Dean (Faculty and Staff Welfare)**  
**National Institute of Technology Karnataka (NITK), Surathkal**  
**Srinivasnagar Post, Mangaluru – 575025.** The candidate shall clearly super scribe on the envelope:  
**"Application for the Post of Technical Officer (MIS) – On Contract"**
3. List of documents to be attached
  - i) Detailed biodata
  - ii) One complete set of educational certificates (10<sup>th</sup> to highest qualification)
  - iii) Experience certificates issued by Competent Authorities/any other relevant certificates/ testimonials
  - iv) Date of Birth Proof (Aadhar card/Pan Card/Voter ID /Birth Certificate, etc.)
  - v) Address Proof
  - vi) Category 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) and EWS candidates, the latest certificates issued on or after 01.04.2026 is essential. Transgender candidates are required to attach certificate/ identity proof issued by Government/ Competent Authority.
4. Candidates are advised to ensure they are meeting eligibility criteria before forwarding the application.
5. The last date by which applications should reach the Institute is **03-09-2026 before 05:00 P.M.**

**Selection Process:**

Eligible candidates will be shortlisted for practical test. The list of shortlisted candidates will be uploaded on the Institute Website. The practical test is tentatively scheduled to be held on 21-09-2026 at the Institute premises. Those who qualify the practical test shall go through personal interview on the same day.

**Sd/**  
**Dean (Faculty & Staff Welfare)**  
**NITK, Surathkal**

## Annexure-1

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

### 1. Recruitment Rules for the post of **Technical Officer (MIS)** [On Contract]:

| Sl. No. | Particular                                  | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Name of the Post                            | TECHNICAL OFFICER (MIS) [On contract]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2       | Number of Posts                             | Two Posts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 3       | Scale of Pay                                | <ul style="list-style-type: none"><li>₹ 1,00,000/- per month (Minimum)</li><li>Higher consolidated pay up to ₹1,25,000 per month (Consolidated) may be considered for candidates possessing exceptional abilities, outstanding academic/professional credentials, and niche technical expertise.</li></ul>                                                                                                                                                                                                                                               |
| 4       | Age limit                                   | Less than 40 years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5       | Education and other qualifications required | B.E./B.Tech. (CSE/ISE/IT/ECE or allied) or MCA / M.Sc. (Computer Science/IT or allied) with minimum 60% marks or CGPA of 6.5 (on 10-point scale) from a recognized University/Institute.                                                                                                                                                                                                                                                                                                                                                                 |
| 6       | Experience required                         | <b>Essential</b> <ul style="list-style-type: none"><li>A minimum of 3 years of post-qualification experience in full-stack web development, database administration, or managing large-scale IT/MIS systems.</li><li>Proven experience in leading developer teams, executing software development life cycles (SDLC), and managing server environments.</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>Experience in higher educational institutions managing academic ERPs or building robust student-faculty data systems.</li></ul> |

| Sl. No. | Particular       | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7       | Nature of Duties | <p>The selected candidates will join the core management team of the institutional Management Information System (MIS) and Integrated Resource and Information System (IRIS). Key duties include:</p> <ul style="list-style-type: none"> <li>• Good knowledge of web development technologies and working experience in the Ruby on Rails framework.</li> <li>• Leading student-developer teams and technical staff to design, develop, and maintain secure, role-based institutional portals.</li> <li>• Managing enterprise-level database systems, optimizing queries, and ensuring high availability of server infrastructure (including institutional ERP and accounting software).</li> <li>• Automating critical administrative processes, including complex payroll generation, academic grading modules, and institutional dashboard analytics.</li> <li>• Bridging the gap between administrative requirements and technical implementation with high precision and adherence to data security standards.</li> <li>• Security auditing of the software includes Software Quality Assurance Audit, Software Compliance Audit, and Software Licensing Audit.</li> <li>• Ability to troubleshoot any system-related problems and maintain the security of the systems.</li> <li>• DevOps and Application Deployment - Familiarity with version control systems such as Git, CI/CD pipelines, automated testing, containerization and application deployment and monitoring.</li> <li>• Mobile Application Development - Knowledge or experience in developing, maintaining or integrating Android and/or iOS applications, including integration with backend services and APIs.</li> <li>• Should be responsible for documenting processes and procedures as required.</li> </ul> |

## TERMS AND CONDITIONS:

### Annexure-2

1. The engagement will be on contract basis only.
2. The contract will be **initially for a period of one year**, extendable based on performance and institutional requirement.
3. The appointment of the positions 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 as applicable will be paid. No other perks/ allowances/ medical benefits/ insurance/ Institute accommodation shall be applicable. However, request for accommodation may be considered on a temporarily basis subject to the availability.
4. The candidate having accepted the offer of engagement shall enter into a contract detailing the terms and conditions of engagement before being assigned any work.
5. The work timings will be as per the Institute rules. In exigencies, the appointees are 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 appointee 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. The applicant will be responsible for the authenticity of submitted information, other documents, and photographs. Furnishing any false information and/or suppression/ concealment of facts shall lead to rejection/ cancellation of selection/ recruitment.
2. Candidates have to carry all originals with a self-attested photocopy at the time of the selection process.
3. The selected candidate should be prepared to join duty within the time granted.
4. The selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining.
5. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regard to their selection/ recruitment shall result in the disqualification of candidature.
6. No correspondence/ interim/ personal inquiries will be entertained from the candidates in connection with the process of selection/ interview.
7. The Institute reserves the right to fill or not to fill the positions.
8. The institute has the right to cancel this advertisement without giving any notice at any time.
9. The decision of NITK, Surathkal, in all matters related to this recruitment drive will be final and binding on all the candidates.
10. No TA/ DA will be paid to attend the Interview.
11. The appointment is purely on a contract basis. The candidate will have no right to claim any permanent appointment against the regular vacancies in this Institution, based on this contract appointment.
12. Any dispute regarding the selection/ recruitment process will be subject to the Court/ Tribunal having jurisdiction over Mangalore.

\*\*\*\*\*