

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

NIT Campus P. O., Calicut, Kerala – 673601, India

Dated: 25.07.2022

CALL FOR THE CONTRACTUAL POSITIONS of GRAPHIC ARTIST, LEGAL OFFICER, PUBLIC RELATIONS OFFICER and SECURITY OFFICER

1. The Institute proposes to prepare a panel of qualified and experienced personnel to engage as Graphic Artist, Legal Officer, Public Relations Officer and Security Officer purely on contractual (temporary) basis. The term of engagement would be 1 year (extendable for one plus one year based on the performance).
2. Interested candidates with the qualifications as specified below may apply by downloading the [application form](#). The completed form along with copies of relevant documents in support of your qualifications (education, experience and category etc.) are to be uploaded as a single file in PDF format in the [google form](#) after filling the other details in the form. The link for applying will be active till 8th August 2022.

Name of the post, Remuneration & Age limit	Ref no	Qualifications (Essential & Desirable Education, Experience)
Graphic Artist Remuneration: 50,000/- Age limit: 55 years	P1/482/GA	Essential (i) Bachelors or Master's Degree in Graphic Design/Product Design/Applied Arts/Multimedia Arts and other relevant subjects and Work Experience: (i) At least two years of experience in design-related works/graphics design/print industry. Desirable: (i) Experience in Adobe CC InDesign, Illustrator, Photoshop, Acrobat, Premiere Pro, Coral Draw, Adobe After Effects, Desktop Publishing tools. (ii) Must be conversant with social media platforms (iii) In depth knowledge of responsive design, web-mobile-app design will be an added advantage (iv) Good proficiency in languages and communication.
Legal Officer Remuneration: 50,000/-	P1/414/LO	Essential (i) First class Bachelor's Degree in Law from recognized University/Institute and (ii) At least five years of experience as an advocate or law officer in the Legal Department of Central or State Govt. or any renowned organization/established law firm.
Public Relations Officer Remuneration: 50,000/- Age limit: 55 years	P1/483/PRO	Essential (i) Master's Degree in Journalism and Mass Communication/Public Relations/Media Management OR Post Graduate Diploma in Journalism & Mass Communication and (ii) Mastery in the use of Languages (English, Hindi, Malayalam)

Name of the post, Remuneration & Age limit	Ref no	Qualifications (Essential & Desirable Education, Experience)
		(iii) Excellent writing, oral presentation & communication skills and (iv) Proficiency in the use of basic office automation tools (Word Processing, Spreadsheet, Presentations etc.), video/photo editing, mobile applications and social media platforms (Facebook, Twitter, LinkedIn, Instagram etc.) Desirable: (i) Knowledge of Multimedia Publication, Promotional material development, Advertising.
Security Officer Remuneration: 40,000/- Age limit: 55 years	P1/438/SO	Essential: (i) Bachelor's Degree in any subject from a recognized University/Institute and (ii) At least 10 years' experience in defense services or CISF Desirable: (i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc. (ii) Possessing a Diploma certificate in Security operations/Fire safety and disaster management from recognized University/Institute/reputed organization. <i>Preference will be given to the persons who have served in the Army/Central Paramilitary Forces or such uniformed services and possessing a valid Arms license</i>

GENERAL INFORMATION FOR THE CANDIDATES

- Incomplete applications, applications without the relevant enclosures or received in any other mode than as prescribed above will be rejected.
- Mere fulfillment of required qualifications and experience does not entitle a candidate to be called for the selection process.
- The selection committee may decide upon any kind of skill test or trade test for the candidates. The decision of the Institute will be final in these matters.
- The candidate is responsible for the information filled in the application form and the Google form.
- Only certificates from Government/Government recognized institutions will be accepted. Due consideration will be given to SC/ST/OBC/EWS/Ex Ser/ PH candidates as per GOI rules on production of a valid certificate.
- The information regarding the selection process will be communicated to the shortlisted candidates either by publishing in the website or through email only.
- Interested candidates are requested to visit the recruitment portal in the website regularly.
- The candidates called for the selection process would be required to produce the originals in support of their claims along with proper id proof. Candidates without the original certificate would be disqualified. Candidates are advised to print two copies of the application and document submitted by them for the post they have applied for.

- No TA/DA will be paid for appearing for the selection process. Any change of dates etc. also will be communicated either by publishing in the website or through email only and not by any other mode.
- No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
- Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
- The Institute bears the full right to cancel the above advertisement without selecting anybody.
- It also reserves the right to terminate the engagement of any personnel with appropriate notice
- The engagement is to serve the immediate and temporary purposes of the Institute, thus will only be purely on contract/temporary basis, the above position is not against any regular post, therefore does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

Sd/-
Registrar