

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

P1/Adhoc/Recr/2026-27

Dated: 15.07.2026

**ADVERTISEMENT FOR THE ENGAGEMENT OF EXECUTIVE (OUTREACH) ON
CONTRACT**

The Institute proposes to engage Executive (Outreach) on contractual basis in NIT Calicut as detailed below: -

POST CODE	POST NAME	No: of Posts
01	Executive (Outreach)	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	: 15.07.2026, 5:30 PM.
Closing date of the online application portal	: 27.07.2026, 5:30 PM

Sd/-
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(Faculty & Staff Welfare)

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. 70,000/-
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	<u>International Relations</u> ● 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. <u>Outreach Activities</u> ● 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.

		<u>Alumni Relations</u> ● 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	● 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	● 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.

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

- (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/-
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(Faculty & Staff Welfare)