



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
P. O. SRINIVASNAGAR, MANGALURU - 575025, DAKSHINA KANNADA

Sl. No.	Name of the Post (Pay Level)	Brief Job Description (Generic)
1	Principal Scientific Officer (Pay Level - 14)	1. Plan, facilitate and manage various testing & consultancy services for research and industry projects by coordinating with the Faculty In-charge and equipment managers in Central Research Facility., 2. Continuously improve the quality and delivery of the services in consultation with relevant stakeholders., 3. Any other responsibilities as assigned by the Institute from time to time., 4. Drive safety culture and good laboratory practices., 5. Maintain records, data integrity and IP confidentiality., 6. Ensure high morale and skill development of team.
2	Principal Technical Officer (Pay Level - 14)	1. Plan, Develop, Develop and Maintain MIS / CMS / DBMS / ERP solutions needed for overall digital transformation necessities of the Institute., 2. Lead the Institute Administration / Academic / Finance team towards computer automated solutions., 3. Enabling various operations to lead towards Internet and Communication Technology (ICT) enabled solutions.
3	Principal SAS Officer (Pay Level - 14)	1. Plan, organize and coordinate various cultural / technical / sports activities of students including coaching camps, selection trials, sporting events and championships involving Institute students and other colleges., 2. Plan, organize and coordinate various GOI ministry directed activities., 3. Guide and supervise subordinate staff. , 4. Prepare relevant proposals and estimates, as well as maintain the records and accounts of expenditure., 5. Preparing annual daily, monthly and annual reports for submission to Institute news portal / bulletins / social network publication through proper channels.
4	SAS Officer, (Pay Level - 10)	1. Assist the Principal SAS (Student Activity & Sports) Officer in organizing various cultural, technical and sports activities of the students., 2. Supervise the work of subordinate staff., 3. Any other responsibilities as assigned by the Institute.
5	Superintending Engineer (Pay Level - 13)	1. Plan, coordinate and supervise the original, major / minor construction and repair works in the Institute as an overall in-charge of the Estate Engineering Office., 2. Ensure the quality of construction and compliance with prevailing regulations and standards. , 3. Plan, Estimate and monitor project expenditures, and optimize resource allocation.
6	Executive Engineer (Civil), (Pay Level - 10)	1. As an Assistant to Superintending Engineer in Planning, coordinating and supervising the original, major / minor construction and repair works in the Institution, supporting as a subordinate to S.E. of the Estate Engineering Office., 2. Ensure the quality of construction and compliance with prevailing regulations and standards., 3. Undertake Planning, Estimation and monitoring project expenditures, and optimize resource allocation under the guidance of S.E.



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7	Deputy Registrar (Pay Level - 12)	1. Ensure compliance of the applicable regulations like GFR, Manual of Procurement of Goods and Services, CVC Regulations and Government of India norms etc. for Public Procurement of Goods and Services, General Administration and Establishment, and Academic Affairs of the Institute. , 2. Handle RTIs and court cases related to the above activities. , 3. Supervise the work of subordinate staff. , 4. Provide timely feedback to the Registrar/ Director on any issues related to the above activities. , 5. Any other work assigned by the Registrar/Director from time to time.
8	Assistant Registrar (Pay Level - 10)	1. Assist the Registrar/ Deputy Registrar in day-to-day operations related to Finance & Accounts/ Public Procurement/ General Administration/ Academic Affairs/ Research & Development. , 2. Supervise the work of subordinate staff. , 3. Any other responsibilities as assigned by the Institute.
9	Deputy Librarian (Pay Level - 12)	1. Assist the Librarian in planning various learning resources and services for faculty, students and partners., 2. Coordinate and supervise: library resource acquisition and management; bibliography and reference services; encouraging and training new students in library use; and other relevant activities. , 3. Continuously improve the efficient and effective use of library resources.
10	Assistant Librarian (Pay Level - 10)	1. Assist the Librarian with daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, determining outstanding materials, and collecting late charges. 2. Assist in selecting, acquiring, cataloging, managing and distributing library resources to meet the needs of its users., 3. Any other responsibilities as assigned by the Institute.
11	Medical Officer (Pay Level - 10)	1. Perform physical exams, diagnose and treat illnesses, and provide follow-up care., 2. Maintain patient health records, evaluate them to determine patient's treatment needs, and advise physicians and other health care specialists.,3. Assist in managing Institute Health Care Centre and supervise the work of subordinate staff., 4. Any other responsibilities as assigned by the Institute.