

**DEPARTMENT OF CIVIL ENGINEERING  
NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA  
SURATHKAL, MANGALORE - 575025**

30<sup>th</sup> March 2024

**Recruitment of Project Administrative Coordinator in the Department of Civil Engineering, NITK**

Applications are invited along with curriculum vitae, self-attested copies of mark/grade cards, degree certificates and other academic credentials, and experience certificates, for the following post to work in the Department of Civil Engineering, on purely temporary basis.

**Posts being advertised:**

**1) Project Administrative Coordinator (1 post)**

**Minimum Qualification:** Post graduate degree in MCA with at least 10 years of experience in office administration and management.

**Desired Qualification:** Thorough computer knowledge in operating systems, tools, and exposure to programming languages in addition to experience in purchase and procurement of equipment / goods / materials etc.

**Duration:** 5 years (or till the completion of the project, whichever is earlier).

**Age:** Not exceeding 33 years.

**Consolidated Salary:** Rs. 40,000 + HRA (with 10% yearly enhancement)

**Last date for Application:** 06-04-2024

Applications should be sent to the undersigned at hodcivil@nitk.edu.in in the form of a single PDF document.

Candidates who have applied, are required to attend walk-in-interview on 08-04-2024, at 10AM in the department of Civil Engineering. Selection will be based on qualification, experience and interview performance. NITK Surathkal reserves the right to reject any or all the application/s without assigning any reasons thereof. The selected candidates will be required to report for duty on 10<sup>th</sup> April 2024 without fail.

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**Dr. Subhash C Yaragal  
Professor and Head,  
Department of Civil Engineering  
NITK, Surathkal**