Ref.No:1070/Estt. /2023/B2   Dated: 19-07-2023

Recruitment Notice for "Digital Media Assistant"

National Institute of Technology Karnataka (NITK), Surathkal is an Institute of National Importance, under the Ministry of Education, Government of India. The Institute imparts education in the field of Engineering, Science, and Management at UG, PG, and Ph.D. levels. The Institute invites applications from eligible Indian Nationals for the position of Digital Media Assistant position purely on outsourced basis for a period of six (6) months, further extendable based on satisfactory performance.

Sl.No	Name of the Post	Educational Qualification	Experience	Age Limit	Wage rate/ day
1	Skilled 01 - post	**Essential Qualification:** Graduate/Diploma in Multimedia, Visual Communications, Digital Journalism Graphics, and Web Designing **Desirable Qualifications:** • Expert level in editing software like Adobe PS, Illustrator, In-shoot, Final-cut, Adobe Premier Pro, SEO, CRO, After Effects, Coral Draw, graphic design tools, Open source software • Microsoft Office Proficiency • Multimedia publication, promotional material development, advertising.	• Prior experience (minimum 0-3 years) in the relevant field is essential. • Publication of newsletters, and bulletins, handling editing software. • Excellent knowledge in social media content creation/photo/ video shooting.	27 Years	₹816 / per day

Interested candidates may apply in the prescribed format along with the self-attested copies of the relevant documents to the given address. The last date for submission of the hard copy is 01-08-2023 by 5.30 P.M.

Address for sending the Hard copy of the application and relevant documents:

To,
 The Registrar,
 NITK Surathkal
 PO Srinivasnagar 575025, Surathkal

**Sd/-
Registrar
NITK- Surathkal**

General Instructions for the Position of "Digital Media Assistant"

1. Candidates are requested to bring all documents (Original and one set self-attested copy) at the time of the written test/ Interview as specified below:

   a) Degree Certificates and Mark sheets from 10th class onwards.

   b) Experience certificates issued by the Competent Authorities/any other relevant certificates/ testimonials.

   c) Community Certificates (SC/ST/OBC/EWS), certificates for Persons with Disabilities (PwD) as per Government of India Norms. In case of OBC (NCL) category candidates, the latest non-creamy layer certificate is essential (issued on or after 01.04.2023).

   d) Any other relevant information concerning your academic standing.

2. 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.

3. Transgender candidates are required to attach certificate/ identity proof issued by Government/ Competent Authority.

4. The Institute reserves the right to fill or not to fill the positions.

5. Selected candidate should be prepared to join duty within the time granted.

6. Any dispute regarding the selection/ recruitment process will be subject to Court/ Tribunal having jurisdiction over Mangalore.

7. Any canvassing by or on behalf of the candidates or to bring political or other outside influence with regards to their selection/ recruitment shall result in disqualification of candidature.

8. NITK, Surathkal has the right to cancel this advertisement without giving any notice at any time.

9. The Institute reserves the right to relax the eligibility criteria/ experience for persons with brilliant academic career/ specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/ Central University/ State Government.

10. No correspondence/ interim/ personal inquires will be entertained from the candidates in connection with the process of selection/ interview.

11. Selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining. They should be prepared to join duty within the specified time limit.

12. The decision of NITK, Surathkal in all matters related to this recruitment drive will be final and binding on all the candidates.

13. No TA/ DA will be paid to attend the interview.

14. The candidates applying for any post should ensure that they fulfil all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate/call letter to the candidate will not imply that the candidature has been found eligible.

15. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle them for being called for interview.

16. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.

17. Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test / Interview any information given by them or any claim made by them in their applications is found to be false, their candidature will be liable to be rejected.

18. Applicants who are working in any one of the Project at NITK Surathkal, must apply through the proper channel otherwise they will be required to produce No-Objection Certificate at the time of the document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

19. The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection
20. Selection will be based on written test, live demonstration of theme-based skills and interview
21. Any corrigendum/clarifications on this advertisement, if necessary, shall be uploaded on the website and no separate communication will be sent for this purpose

Sd/-
REGISTRAR
NITK-Surathkal