राष्ट्रीय प्रौद्योगिकी संस्थान कुरुक्षेत्र

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
(Under the Ministry of Education, Govt. of India)
KURUKSHETRA – 136119

Advt. No. 26/2026

INSTRUCTIONS SHEET

National Institute of Technology, Kurukshetra requires qualified and experienced persons for engagement as Training & Placement Officer on contract basis. Interested candidates may report for verification of documents and appear for Walk-in-Interview as per the following schedule in the Board Room, Golden Jubilee Administrative Building of the Institute along with Bio-Data, original certificates, one set of attested copies of certificates, a recent Passport size photograph and an original identity card:

Sr. No.	Name of the post	Reporting Date & Time for verification of documents	Date & Time of Walk-in-interview
1.	Training & Placement Officer	27.08.2026 at 09:00 AM	27.08.2026 at 11:00 AM

The qualification and other terms and conditions are as under:

1. Training & Placement Officer - 01 Post

Essential: B. E./B. Tech degree or MBA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.

Desirable: Work experience of six years in the relevant field, e.g. handling recruitment and placement.

Age limit: Not exceeding 60 years of Age at the time of engagement.

Salary: Consolidated remuneration(fixed) Rs. 89,760/- per month.

2. Scope of Work

The Training & Placement Officer shall be responsible for planning, coordinating, facilitating and monitoring all activities relating to industrial training, internships, campus recruitment, career development and placement of students of the Institute. The major duties and responsibilities shall include:

1. To formulate and implement the annual Training and Placement Plan of the Institute in consultation with the Competent Authority, Deans, Prof. I/c (Training & Placement Cell), Heads of Departments and other concerned authorities.
2. To establish and maintain effective liaison with industries, Public Sector Undertakings, Government organizations, research institutions, multinational companies, start-ups and other prospective employers for training, internship and placement opportunities.
3. To invite and coordinate participation of prospective employers in campus recruitment/placement drives and facilitate the entire recruitment process, including pre-placement talks, written/online tests, interviews, group discussions and final selections.
4. To coordinate and facilitate summer training, industrial training, internships, project work and other industry-academia engagement opportunities for students.
5. To maintain an updated database of students eligible for placement/internship and maintain records relating to placement offers, joining status, internships, recruiters and other relevant placement statistics.
6. To develop and maintain a database of prospective recruiters and periodically interact with them to understand their manpower requirements and strengthen institutional-industry relationships.

7. To organize career counselling, employability enhancement programmes, soft-skill development programmes, aptitude training, group discussion and interview preparation sessions for students.
8. To facilitate interaction between students and industry experts through seminars, workshops, guest lectures, career fairs, pre-placement talks and similar programmes.
9. To coordinate with academic departments regarding the eligibility, academic requirements and availability of students for recruitment and training programmes.
10. To ensure transparent, systematic and timely dissemination of placement/internship opportunities and related information to eligible students.
11. To formulate and periodically review guidelines/procedures for training and placement activities, subject to approval of the competent authority.
12. To coordinate with the existing units for strengthening industry and alumni networks for enhancing placement and internship opportunities.
13. To prepare proposals, estimates, schedules and budget requirements relating to Training & Placement activities and ensure their implementation after approval by the competent authority.
14. To monitor the performance of placement activities, prepare periodic reports and place relevant statistics and analysis before the competent authority.
15. To coordinate execution, monitor and maintain proper records, files, correspondence, agreements/ MoUs and other documents relating to industries, organizations & recruiters that provides internships, training, career development and placement activities.
16. To ensure compliance with applicable Institute rules, policies and directions of the competent authority in all Training & Placement activities.
17. To represent the Institute, with due authorization, in meetings, industry forums, career fairs, placement conferences and other professional forums relating to training and placement.
18. To supervise and guide the staff/support personnel working under the Training & Placement Cell and allocate duties as required.
19. To undertake any other work related to training, internship, career development, industry interaction and placement as may be assigned by the competent authority from time to time.

**** Note:** The above duties are illustrative and not exhaustive. The incumbent shall also be responsible for ensuring compliance with the Act, Statutes, Ordinances, Regulations, rules, policies, procedures and instructions of the Institute applicable to the assigned work.*

Other Professional Terms & Conditions

1. The engagement shall be purely contractual and temporary under the applicable provisions of the NITSER Act, 2007, First Statutes, including Statute 28(2), and shall be for a definite and fixed period of one (01) year. The engagement shall automatically cease on expiry of the stipulated period by efflux of time, without requiring a separate termination order.
2. Expiry of the contractual period shall not confer any right, vested interest or legitimate entitlement to extension, renewal, re-engagement, regularization, absorption, seniority or permanent appointment. Any extension/renewal shall require a specific written order of the Competent Authority and shall depend upon continued institutional requirement of the appointee (if any), availability of work, satisfactory performance and other applicable conditions.
3. Any extension (for a maximum of two further years) shall be under the applicable provisions of the First Statutes and subject to satisfactory performance, conduct, attendance, integrity, discipline and compliance with Institute rules and directions.

4. Any extension shall also remain on purely contractual basis and for a specified period and shall not alter the nature of the original engagement, even where the appointee has received one or more extensions or continues to perform similar/ongoing institutional duties. Mere continuation of work, attendance, payment of remuneration, allocation of duties or processing of an extension proposal shall not constitute renewal or extension in the absence of a written order.
5. During the contractual period, the engagement may be terminated by either side at any time by giving one month's prior notice or payment of one month's remuneration in lieu of the notice. Misconduct, breach of contract, suppression of facts, loss of eligibility or other legally permissible grounds may invite appropriate action.
6. The contractual engagement is intended to meet the specific institutional requirement identified by the Institute and shall remain subject to its continuance, administrative necessity and availability of work. The contractual appointee shall not claim any right to appointment against a regular post, regularization or absorption merely by virtue of such engagement or the length of service. Any regular appointment shall be made separately through the prescribed statutory recruitment process.
7. Mere submission or pendency of any representation, request for extension, complaint etc. shall not extend or revive an expired contract. On expiry or cessation of this contractual engagement, the appointee shall immediately hand over all Institute records, documents, equipment, data, credentials and other property and obtain the prescribed clearance/No-Dues certificate.
8. Any type of engagement made by the Institute (other than Regular appointment), shall be deemed to be a professional engagement, and the consolidated remuneration payable here under shall be subject to deduction of Tax at Source at the rate prescribed under the Income-tax Act, 2025, and the rules made there-under, as amended from time to time. The applicable TDS certificate/statement shall be furnished to the appointee as prescribed under law.
9. After joining, the appointee shall execute an agreement of contract/undertaking incorporating these conditions, including confidentiality, ethics and integrity requirements, and shall acknowledge that the engagement is of a fixed-term i.e. for one (01) year and contractual in nature on a non-judicial stamp paper of Rs.100/-, duly certified/attested by the Notary Public. No oral assurance shall create any right of continuation.
10. The Institute reserves the right not to fill a post.
11. Any dispute will fall under the jurisdiction of District Kurukshetra.

Sd/-
Registrar Incharge