# राष्ट्रीय प्रौद्योगिकी संस्थान कुरुक्षेत्र

# NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA

**(Under the Ministry of Education, Govt. of India)**

**KURUKSHETRA – 136119**

**Advt. No. 28/2026**

## INSTRUCTIONS SHEET

National Institute of Technology, Kurukshetra requires qualified and experienced persons for engagement as **Junior Engineer- Civil (02-UR, 01-SC) and Junior Engineer- Electrical (01-OBC)** 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. | Junior Engineer (Civil) | 24.09.2026 at 10:00 AM | 24.09.2026 at 11:00 AM |
| 2. | Junior Engineer (Electrical) | 24.09.2026 at 10:00 AM | 24.09.2026 at 11:00 AM |

The qualification and other terms and conditions are as under:

**1. Junior Engineer (Civil) - 03 posts (02-UR, 01-SC)**

**Essential:** B.E. / B.Tech. in Civil Engineering from a recognized University or Institute.

**OR**

First Class Diploma in Civil Engineering with excellent academic record.

**Age limit:** Not exceeding 35 years of age at the time of engagement.

**Salary:** Consolidated remuneration (fixed) of Rs. 56,640/- per month.

**2. Junior Engineer (Electrical) - 01 (OBC)**

**Essential:** B.E. / B.Tech. in Electrical Engineering from a recognized University or Institute.

**OR**

First Class Diploma in Electrical Engineering with excellent academic record.

**Age limit:** Not exceeding 35 years of age at the time of engagement.

**Salary:** Consolidated remuneration (fixed) of Rs. 56,640/- per month.

**3. SCOPE OF WORK**

**(3.1) JUNIOR ENGINEER (CIVIL)**

The Junior Engineer (Civil) shall assist the Institute in planning, execution, supervision, inspection, maintenance and management of civil engineering works and infrastructure. The duties and responsibilities shall include, but not be limited to, the following:

i. Assist in planning and preparation of proposals, estimates, technical specifications, drawings and other technical documents for construction, addition, alteration, repair, renovation and maintenance of civil works.

ii. Supervise and monitor execution of civil works and ensure compliance with approved drawings, specifications, quality standards, timelines and contractual conditions; conduct site inspections and report progress, delays and deviations.

iii. Supervise routine, preventive and corrective maintenance of Institute buildings, roads, pavements, drains, boundary walls, sewerage, water-supply systems and other civil infrastructure; inspect their physical and structural condition and recommend appropriate repair, strengthening, renovation or rehabilitation measures..

iv. Inspect construction materials, workmanship and completed works and ensure compliance with approved specifications, applicable BIS standards, relevant codes and prescribed quality requirements; assist in defect rectification, completion and handover of works.

v. Record and verify measurements of works executed, maintain Measurement Books and other prescribed records, scrutinize work quantities and assist in verification and processing of contractors' bills in accordance with approved contracts and applicable rules.

vi. Assist in preparation of tender documents, estimates, BOQs, technical specifications, technical evaluation statements and other technical inputs required for procurement and execution of civil works and services.

vii. Assist in ensuring compliance with applicable building codes, construction and occupational safety requirements, environmental provisions, accessibility standards and other statutory and technical requirements relating to civil works.

viii. Assist in planning, development, operation and maintenance of civil infrastructure and utility services, including water supply, sewerage, drainage, sanitation, rainwater harvesting, roads, pathways, accessibility and other campus development works..

ix. Inspect and attend to complaints relating to buildings, roads, water supply, sewerage, drainage and other civil infrastructure received from academic departments, offices, hostels, residential areas and other Institute facilities and coordinate necessary repairs and remedial measures.

x. Coordinate, as assigned, with contractors, consultants, architects, vendors, utility agencies and other stakeholders, and coordinate civil works with electrical, mechanical, fire-safety, IT and other engineering services to ensure proper integration and timely completion.

xi. Maintain and update drawings, site records, Measurement Books, estimates, work orders, completion records, maintenance registers, inventory of civil assets and other technical documentation; prepare inspection, progress, maintenance and other technical reports.

xii. Assist in emergency response, assessment of damage to civil infrastructure, defect rectification, project completion and handover activities and perform any other technical, supervisory or related duties concerning civil engineering and Institute infrastructure as assigned by the competent authority from time to time.

**(3.2) JUNIOR ENGINEER (ELECTRICAL)**

The Junior Engineer (Electrical) shall assist in the planning, execution, supervision, operation, inspection, testing, maintenance and management of electrical installations, systems and infrastructure of the Institute. The duties and responsibilities shall include, but not be limited to, the following:

i. Assist in planning and preparation of proposals, estimates, BOQs, technical specifications, drawings and other technical documents for electrical works, including installation, augmentation, alteration, repair, renovation and maintenance.

ii. Supervise and monitor execution of electrical works and ensure compliance with approved drawings, specifications, quality standards, timelines and contractual conditions; conduct site inspections and report progress, delays and deviations.

iii. Assist in operation and supervise routine, preventive and corrective maintenance of HT/LT systems, transformers, switchgear, panels, cables, DG sets, UPS, solar systems, lighting and other electrical installations, including response to breakdowns and emergencies.

iv. Inspect electrical materials, equipment, installations and workmanship; assist in testing, commissioning and acceptance of electrical systems and ensure compliance with approved specifications, applicable standards and prescribed quality requirements.

v. Record and verify measurements of works, maintain Measurement Books and other records, scrutinize work quantities and assist in verification and processing of contractors' bills in accordance with approved contracts and applicable rules.

vi. Assist in preparation of tender documents, estimates, BOQs, technical specifications, technical evaluation statements and other technical inputs for procurement and execution of electrical works and services.

vii. Ensure, within the assigned responsibilities, safe operation and maintenance of electrical installations, including earthing, lightning protection and electrical protection systems, and assist in compliance with applicable electricity laws, CEA regulations, BIS standards and other statutory requirements.

viii. Monitor energy consumption and assist in implementing energy conservation, energy-efficiency, power-factor improvement, renewable-energy and other measures for efficient and economical utilization of electrical energy.

ix. Maintain electrical infrastructure and utility services across academic, administrative, hostel, residential, laboratory, sports and other Institute facilities; attend to electrical complaints and coordinate necessary repairs and restoration.

x. Coordinate, as assigned, with electricity distribution agencies, electrical inspectors, contractors, consultants, vendors and testing agencies, and coordinate electrical works with civil, mechanical, fire-safety, IT and other engineering services.

xi. Maintain drawings, single-line diagrams, logbooks, testing and commissioning records, maintenance registers, equipment histories, asset inventories and other technical records; prepare inspection, maintenance, energy-consumption and other technical reports.

xii. Assist in emergency response, defect rectification, project completion and handover activities and perform any other technical, supervisory or related duties concerning electrical engineering and Institute infrastructure as assigned by the competent authority from time to time.

***Note: The above duties as mentioned against Junior Engineer (Civil) and Junior Engineer (Electrical) 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