



राष्ट्रीय प्रौद्योगिकी संस्थान, वरंगल
NATIONAL INSTITUTE OF TECHNOLOGY
WARANGAL – 506 004, Telangana State, INDIA

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No. NITW/Estt./On Contract/2025

07 January 2025

Notification for engagement of Visiting Consultant (Legal Advisor), Fire Safety Officer, Visiting Consultant (Architect), Training and Placement Officer, Student Counsellor and Public relations officer purely on contract terms.

The National Institute of Technology Warangal, is an Institute of National Importance, governed by the NITSER Act, 2007, and functions under the aegis of Ministry of Education, Government of India. The Institute is looking to hire the following positions purely on contract terms.

| S.No. | Post | No. of posts | Period of Engagement |
|-------|--|--------------|--|
| 1. | Visiting Consultant (Legal Adviser) | 01 | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of the Competent Authority. |
| 2. | Fire Safety Officer (On Contract) | 01 | |
| 3. | Visiting Consultant (Architect) | 01 | |
| 4. | Training and Placement Officer (On Contract) | 01 | |
| 5. | Student Counsellor (On Contract) | 01 | |
| 6. | Public relations Officer (On contract) | 01 | |

1. Visiting Consultant (Legal Advisor):

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| 1) | Position | Visiting Consultant (Legal Advisor) |
| 2) | Nature of engagement | Purely on temporary and contract basis |
| 3) | Period of engagement | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of Competent Authority. |
| 4) | No. of positions | 01 (One) |
| 5) | Remuneration | (i) Consolidated remuneration of Rs.50,000/- per month, for visits not less than 12 in a month. (ii) In case of visits less than 12 in a month, the Institute will consider appropriate remuneration on pro-rata basis. (iii) During official tours, the Consultant will be provided TA/DA as decided by the Institute. (iv) No other perks/ allowances are admissible. |

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| 6) | Eligibility | Advocate with standing of at least 03 years at the Bar with expertise in dealing with service matters at the Hon'ble High Court of Telangana/ Central Administrative Tribunal Telangana Circle. OR Officers retired from Central/ State Government/ Government bodies not below the rank of Under Secretary to Government of India or equivalent, having at least 03 years' experience in handling legal matters. |
| 7) | Nature of duties | 1. Render legal opinion on the issues coming before the Institute 2. To assist the Institute for framing para-wise comments/ counter affidavit/ Petition etc. 3. To assist and present in the Court at the time of hearing 4. To assist the Institute in any policy decision matters as and when required 5. Perform such other work of legal nature, as may be entrusted from time to time. |
| 8) | No. of days and timings of working | The Visiting Consultant may be required to visit the Institute for 3 days in a week. However, the requirement may increase or decrease, based on the work load. The willing candidates may take note of the same before attending the interviews. While the working hours in general are from 09:00 to 17:30, the selected candidate is expected to work late hours, as may be required from time to time. The incumbent is not entitled to any leave. |
| 9) | Termination of engagement | The engagement is terminable by either side on giving 7 days' notice to the other side without citing any reason thereof. |

2. Fire Safety Officer (On Contract):

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| 1) | Position | Fire safety Officer (On contract) |
| 2) | Nature of engagement | Purely on temporary and contract basis |
| 3) | Period of engagement | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of Competent Authority. |
| 4) | No. of positions | 01 (One) |
| 5) | Remuneration | (i) Rs. 70,000/- (ii) No other perks/ allowances are admissible. |

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| 6) | Eligibility | <p><u>Essential Qualification:</u></p> <p>BE (Fire) / B.Tech (Safety & Fire Engineering)/ B.Tech (Fire Technology & Safety Engineering) with first class or its equivalent Grade in the CGPA / UGC 7 Point Scale with good academic record from a recognised university/ Institute.</p> <p>OR</p> <p>ii. Graduate from Institute of Fire Engineers (India/UK) OR</p> <p>iii. Divisional Officers Course from National Fire Service College (NFSC), Nagpur</p> <p>Essential experience:</p> <p>Post qualification experience of minimum 5 years as a Station Officer or equivalent post in City Fire Brigade/ State Fire Service/ In-charge Fire/Safety Officer in Corporates/ Industries Or Fire/ Safety Officer in State/ Central Government/ PSUs etc.</p> <p><u>Desirable Qualification:</u></p> <p>Practical knowledge of Fire Prevention and Protection System such as Hydrant System, Fire Detection System, Sprinkler System etc.</p> <p>Practical knowledge of evacuation procedure and Fire & Safety Audit.</p> <p>Should be well versed with fire & safety norms and rules of state/ central government and regulations in fire safety and security.</p> |
| 7) | Nature of duties | <ol style="list-style-type: none"> 1. Improving, maintaining and making operational the fire & safety arrangements at the Departments/ Sections/ Offices. 2. Visits to the Departments/Sections and various Buildings of the Institute. Carryout effective fire and safety audit, liaison with various Government Agencies including Fire Service/ Municipal Corporation/ Civil authorities etc. Other administrative work related to the Fire & Safety or as assigned by the Competent Authority. 3. Organize periodic fire and evacuation drills, lectures, etc. Disseminate information on Disaster Management Plan. The appointee should be ready to work all times as per need of the institute. <p>Above Job Profile is illustrative. In addition to the above the Competent Authority may assign any job from time to time.</p> |

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| 8) | No. of days and timings of working | Six days a week. However, the requirement may increase or decrease, based on the work. The willing candidates may take note of the same before attending the interviews. While the working hours in general are from 09:00 to 17:30, the selected candidate is expected to work late hours, as may be required from time to time. |
| 9) | Termination of engagement | The engagement is terminable by either side on giving One month notice to the other side without citing any reason thereof. |

3. Visiting Consultant (Architect):

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| 1) | Position | Visiting Consultant (Architect) |
| 2) | Nature of engagement | Purely on temporary and contract basis |
| 3) | Period of engagement | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of Competent Authority. |
| 4) | No. of positions | 01 (One) |
| 5) | Remuneration | (i) 5,000 per Visit/Consultancy. (ii) During official tours, the Consultant will be provided TA/DA as decided by the Institute. (iii) No other perks/ allowances are admissible. |
| 6) | Eligibility | Qualification: B. Arch or equivalent from a recognized University/Institute with 10 years of service in the relevant field in any State/Central Government organizations/ organization of high repute. Desirable: Multi-disciplinary experience as an architect for a completed large-scale project like 3G IITs and new NITs. Having undertaken role of Architect in at least 3 projects. Demonstrated ability to analyse the Institute requirements like development of master plan of the institute & landscaping work and derive high-level Architect designs. Must have strong understanding of application Architecture system planning. Awareness of various Technologies and architect tools. Knowledge of Regulations: Knowledge of Architecture standards and ISO regulations as applicable to Architecture and compliance with statutory regulations. Familiarity with relevant regulations and guidelines governing the use of Architecture Standards including but not limited to regulations set forth by the Bureau of Indian Standards and National Building code of India. |

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| 7) | Nature of duties | <ol style="list-style-type: none"> 1. Evaluate existing and proposed land use to develop a comprehensive campus master plan. 2. Assist Dean (P&D) and Engineering and Maintenance Unit in preparation of master plan for the Institute and landscaping work. 3. Prepare reports and presentations for NITW governance bodies regarding ongoing and planned projects. |
| 8) | No. of days and timings of working | <p>The Visiting Consultant may be required to visit the Institute for 3 days in a week. However, the requirement may increase or decrease, based on the work load. The willing candidates may take note of the same before attending the interview.</p> <p>While the working hours in general are from 09:00 to 17:30, the selected candidate is expected to work late hours, as may be required from time to time.</p> <p>The incumbent is not entitled to any leave.</p> |
| 9) | Termination of engagement | The engagement is terminable by either side on giving 7 days notice to the other side without citing any reason thereof. |

4. Training and Placement Officer (On Contract):

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| 1) | Position | Training and Placement Officer (On Contract) |
| 2) | Nature of engagement | Purely on temporary and Contract basis |
| 3) | Period of engagement | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of Competent Authority. |
| 4) | No. of positions | 01 (One) |
| 5) | Remuneration | <ol style="list-style-type: none"> (i) Consolidated remuneration of Rs.60,000/- per month. (ii) During official tours, the Consultant will be provided TA/DA as decided by the Institute. (iii) No other perks/ allowances are admissible. |

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| 6) | Eligibility | <ol style="list-style-type: none"> 1. Master's degree or equivalent with first class (minimum of 60% marks or equivalent grade point average). 2. Having at least 5 years of experience as a Training and Placement Officer in a reputed Technical Institute/University with proven record OR experience in a corporate house/MNC with a vast industry network. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Ability to work independently and as part of a team. 2. Should have excellent communication, inter- personal skills and negotiating skills and ability to get along with the students as well as the recruiters from the corporate world/MNCs and people of all levels including faculty, executives of Universities/Institutes of repute nationally and internationally. 3. Ability to build and maintain relationships with industry partners. 4. Proficiency in MS Office Suite and database management software/packages |
| 7) | Nature of duties | <ol style="list-style-type: none"> 1. Develop comprehensive placement strategies aligned with the objectives of the Institute. 2. Analyze market trends, Industry demands, and skill requirements to tailor placement approaches effectively. 3. Establish and maintain partnerships with employers, industry associations, and government agencies to expand placement opportunities. 4. Oversee the end-to-end placement process, from candidate sourcing and screening to job offers and onboarding. 5. Generate regular reports and analytics to track placement metrics, identify trends, and evaluate program effectiveness. 6. Monitor post-placement feedback and address any issues or concerns raised by employers or participants promptly. 7. Willingness to travel occasionally for project- related meetings, employer visits, or recruitment events. |
| 8) | No. of days and timings of working | <p>Six days a week. However, the requirement may increase or decrease, based on the work load and during placement session. The willing candidates may take note of the same before attending the interviews.</p> <p>While the working hours in general are from 09:00 to 17:30, the selected candidate is expected to work late hours, as may be required from time to time.</p> |

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| 9) | Termination of engagement | The engagement is terminable by either side on giving one month notice to the other side without citing any reason thereof. |
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5. Student Counsellor (On Contract):

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| 1) | Position | Student Counsellor (On Contract) |
| 2) | Nature of engagement | Purely on temporary and Contract basis |
| 3) | Period of engagement | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of Competent Authority. |
| 4) | No. of positions | 01 (One) |
| 5) | Remuneration | <ol style="list-style-type: none"> 1. Consolidated remuneration of Rs.60,000/- per month. 2. No other perks/ allowances are admissible. |
| 6) | Eligibility | <p>Essential Qualification: Master's degree in Clinical Psychology with at least 55% marks from a University / Institute recognized by the Rehabilitation Council of India, or an institute of national importance.</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. At least 05 years experience in psychological counselling in a clinical, medical or academic institution of repute. 2. Requires good oral, written skills, and ability to communicate adequately with diverse students and employee population. |

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| 7) | Nature of duties | <p>The job would involve active counseling of faculty, staff and students of the institute, with emphasis on students largely in the 18-21 age group, organizational work in connection with developing a suitable counseling programme for students, and liaison work with professional volunteer agencies and hospitals for the benefit of the population of the institute. Proficiency in the use of a variety of computer applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Desirable:</p> <p>a) Additional qualification in Mental Health or Counseling.</p> <p>b) Experience in counselling young adults living in a residential campus of an academic institution of repute.</p> |
| 8) | No. of days and timings of working | <p>Six days a week. However, the requirement may increase or decrease, based on the work load and during placement session. The willing candidates may take note of the same before attending the interviews.</p> <p>While the working hours in general are from 09:00 to 17:30, the selected candidate is expected to work late hours, as may be required from time to time.</p> |
| 9) | Termination of engagement | <p>The engagement is terminable by either side on giving one month notice to the other side without citing any reason thereof.</p> |

6. Public relations Officer (On Contract):

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| 1) | Position | Public relations officer (On Contract) |
| 2) | Nature of engagement | Purely on temporary and Contract basis |
| 3) | Period of engagement | Initially for a period of 01 year, extendable further based on requirement and review of satisfactory performance and approval of Competent Authority. |
| 4) | No. of positions | 01 (One) |
| 5) | Remuneration | <p>1. Consolidated remuneration of Rs.60,000/- per month.</p> <p>2. During official tours, the Consultant will be provided TA/DA as decided by the Institute.</p> <p>3. No other perks/ allowances are admissible.</p> |

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| 6) | Eligibility | <p>Essential Qualifications: First class Post graduate degree in Mass Communication/ Journalism/ Management or equivalent. Minimum 5 Years' experience in the fields of Administration/ Public Relation activities of an organization including conducting meetings/ programs, issuing press releases and handling hospitality needs.</p> <p>Desirable: Knowledge of Government rules and experience of working in Government funded academic institutions like IITs, IISc, IISERs, NITs etc. or in a reputed private organization. Candidates should have desirable leadership quality and requisite experience in the following areas: i. Media Management (Including Social & Digital Media) ii. Content Writing (Media Releases, Annual Reports, Brochure, and Other Institutional Reports) iii. Institutional Ranking (NIRF, QS and ARIIA) iv. Video Making and Interviews v. Internal Communications vi. Brand Building vii. Database Management</p> |
| 7) | Nature of duties | <ul style="list-style-type: none"> • Coordinate the development, drafting, and editing of news releases, media advisories and announcements for distribution to the news media to publicize the institute, its faculty, students, staff, and their programs, activities and research. • Review any content that goes on the institute web pages. • Maintain professional contacts and affiliations with the news media, bloggers, podcasters, and other influencers – at the local, national, and international levels, to facilitate and promote the dissemination of news and publicity about the institute. • Maintain the institute's official blog and social media handles, ensuring the consistent use of branding across various media. • Create print material such as brochures, posters and flyers. • Maintain records of media coverage including photo and video assets and collate analytics and metrics of the same. • Write regular articles on our institute academics, various programs, research, facilities, industry collaboration etc |
| 8) | No. of days and timings of working | Six days a week. However, the requirement may increase or decrease, based on the work load and during placement session. The willing |

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| | | <p>candidates may take note of the same before attending the interviews.</p> <p>While the working hours in general are from 09:00 to 17:30, the selected candidate is expected to work late hours, as may be required from time to time.</p> |
| 9) | Termination of engagement | The engagement is terminable by either side on giving one month notice to the other side without citing any reason thereof. |

GENERAL INSTRUCTIONS:

- 1) Facility for submission of online application will be available from 08-01-2025 to 07-02-2025 23:59 pm on website of NITW i.e. <https://nitw.ac.in/Careers/> under Project/Contractual Staff. Candidates have to bring a set of self-attested photocopies of their eligibility claims along with original certificates, an original identity proof issued by any Government body and two passport size color photographs, on the day of interview.
- 2) Details with regard to **final date, time and venue of the interview will be communicated to the shortlisted candidates through registered e-mail provided in the application.** The eligibility will be reckoned as on the date of interview. Candidates are advised to visit the website from time to time.
- 3) NITW strives to have a workforce which also reflects gender balance and female candidates are encouraged to apply.
- 4) There is no fee for submitting the application.
- 5) Any experience certificate produced by the candidate shall be issued by competent authorities.
- 6) The Institute reserves the right not to fill up the position notified and reject any or all the applications without assigning any reason.
- 7) Canvassing in any manner would entail disqualification of the candidature.
- 8) The decision of the Institute in all matters will be final. No correspondence/ interim queries will be entertained from the candidates in connection with the process of selection/ interview.
- 9) Candidates will have to produce original documents in support of all the particulars mentioned in their application.
- 10) The Institute reserves the right to relax eligibility criteria in deserving cases i.e. candidates with brilliant professional career with specialized expertise pertaining to the position notified for.
- 11) Depending upon the number of applicants and/ or requirement, the Institute reserves the right to conduct an appropriate test, apart from interview.
- 12) No TA/DA will be paid to attend the selection process (Test and/ or Interview).

Sd/-

Registrar I/c NIT Warangal