

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
NIT Campus P.O., Calicut, Kerala-673601, India

P1/Adhoc/Recr/2026-27

Dated: 26.03.2026

ADVERTISEMENT FOR THE ENGAGEMENT OF MEDIA RELATIONS EXECUTIVE (ON CONTRACT)

The Institute proposes to engage Media Relations Executive on contractual basis in NIT Calicut as detailed below: -

POST CODE	POST NAME	No. of Posts
01	Media Relations Executive (On Contract)	1

The detailed information regarding educational qualifications, salary, roles and responsibilities (Annexure – 1), and terms and conditions of engagement under contract (Annexure -2) are enclosed herewith.

INSTRUCTIONS TO CANDIDATES

1. The applicants must be citizens of India.
2. The candidates can apply through the link (<https://recruit.nitc.ac.in>) by paying the requisite fee as mentioned in Annexure -2.
3. The Applicants should mail a copy of the submitted application form along with the following documents to the rectnf@nitc.ac.in within five days from the closing date of application.
 - (a) Detailed Curriculum vitae
 - (b) Diploma/Degree certificates with mark sheets of all qualifying examinations.
 - (c) Experience certificates and testimonials.
 - (d) Proof of date of birth
 - (e) ID proof
 - (f) Certificate issued by the Competent Authority, if the candidate belongs to SC/ST/OBC-NCL/PwBD and would like to avail concession in this regard.

Opening date of the online application portal: 06.04.2026, 05:30 PM Closing date of the online application portal: 20.04.2026, 05:30 PM
--

Sd/-
Dean (FSW)

Annexure - 1

Particulars	Details
Name of the Post:	Media Relations Executive
No. of Posts:	1 (One)
Age Limit:	40 years <i>(as on closing date of application)</i>
Remuneration:	Consolidated monthly remuneration of Rs. 50,000 to Rs. 60,000/- commensurate with the experience of the candidate
Eligibility:	<p><u>Essential Qualification: -</u></p> <p>First Class Degree in Communicative English/ English Literature/ English with Copy Editing</p> <p>Desirable:</p> <p>Diploma in Journalism/ Certificate course offered by Press Academy</p> <p><u>Essential Experience:</u></p> <p>Minimum 2 years' experience in any media houses or other organization of repute with experience in preparing reports and press communication, experience in handling social media platforms and proficiency in English and Malayalam languages.</p>
Skill set required	<ul style="list-style-type: none">• Mastery in the use of languages (English, Malayalam and Hindi (preferable))• Excellent writing, oral presentation and communication skills• Proficiency in the use of basic office automation tools (Word Processing, Spreadsheets, Presentations, etc.)• Experience in video and photo editing• Knowledge of mobile applications and social media platforms (Facebook, Twitter, LinkedIn, Instagram, etc.)• Expertise in brand building and institutional outreach• Experience in handling and promoting YouTube channels, including content management and improving reach and visibility
Nature of Duties	<p>Primary activity is to ensure that achievements of the Institute and its stakeholders including faculty, staff, students and alumni are communicated to the outside world in a timely and effective manner for improving the perception of NITC.</p> <p>Other duties include:</p> <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.

	<ul style="list-style-type: none"> • Act as a Single Point of Contact (SPOC) for replying to media queries consistently, thereby ensuring projection of the institute among the public in the best possible manner. • Review any content to be published on the Institute website. • Maintain the Institute’s official blog and social media handles, ensuring the consistent use of branding across various media. • 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. • Create print material such as brochures, posters and flyers.
Duration of Engagement	The term of engagement would be 1 year and extendable by 1 more year based on the performance)
Terms & Conditions:	The engagement will not confer any right for regular appointment at any stage. No other allowances is admissible.

Annexure – 2

GENERAL INFORMATION FOR THE CANDIDATES

1. The general information for the candidates are as follows:

(i) Applicants are required to complete the online application, pay the prescribed fee, and email the relevant documents to rectnf@nitc.ac.in, failing which they will not be considered for interview.

(ii) The application fee is as detailed below:

Post Code	SC/ST/Women/ESM/PwBD candidates (in Rs.)	Other candidates (in Rs.)
01	500	1000

(iii) The fee can be paid by scanning the QR code; alternatively, you can make payment to the UPI id 9400785524@SBI. After making the payment kindly fill the details of 12-digit transaction id in the online application portal.



(iv) Candidates who do not pay the fees, pay a wrong/lesser amount or enter wrong transaction details will be disqualified and rejected.

(v) After completing the application format in all respects, the candidate should print it out and bring along when called for selection.

2. The dates from which the application portal will be opened and closed is as displayed in the website.
3. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be the last date for applying for the post.
4. The candidates while coming for the selection process on scheduled date and time, will be required to produce the originals in support of their claims along with Govt. issued photo ID proof during the selection process.
5. Candidates without the original certificates and requisite experience would be disqualified.
6. Request for change of date of the selection process by the candidates will not be entertained.
7. Mere fulfilment of required qualifications and experience does not entitle a candidate's selection.
8. The selection committee may decide upon any kind of skill test and/or trade test for the candidates. The decision of the Institute will be final in these matters.

9. The candidate is responsible for the information filled in the application form.
10. Only certificates from Government/Government recognized Institutions will be accepted.
11. Due consideration will be given to SC/ST/OBC/EWS/ESM candidates.
12. No TA/DA will be paid for appearing in the selection process. Any change of dates etc. also will be communicated by publishing in the website and thus candidates are requested to visit the website regularly.
13. No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
14. Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
15. The Institute bears the full right to cancel the above advertisement without assigning any reason whatsoever/without selecting anybody.
16. The Institute reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 30 days.
17. The engagement is to serve the immediate and temporary purposes of the Institute. Thus the appointment will be purely on contract/temporary basis. The above positions are not against any regular posts, and hence the candidates does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

**Sd/-
Dean (FSW)**

To:

The Webmaster
The AR (Estt.)
Chairperson- CPRIME

Copy to:

Director's Office