

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

P1/Adhoc/Recr/2026-27

Dated: 06.02.2026

INSTRUCTIONS AND OTHER DETAILS FOR THE APPOINTMENT OF LEGAL OFFICER

The Institute proposes to engage Legal Officer purely on contractual (temporary) basis to the Legal Section.

POST CODE	POST NAME	No: of Posts
01	Legal Officer	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	: 06.02.2026, 10:00 AM
Closing date of the online application portal	: 17.02.2026, 11:59 PM

Sd/-
Dean (FSW)

Annexure – 1

The Details of Educational Qualification and Experience Required, Salary, Roles, and Duties:

1. Legal Officer (On Contract) (Post Code 01)

S No	Particulars	Details
1	Name of the Post	Legal Officer (on Contract)
2	Number of Posts	One Post
3	Remuneration	₹55,000/- to ₹60,000/- per month (consolidated) at the start of the appointment commensurate with the experience.
4	Age Limit	Less than 40 years
5	Education and Other Qualifications Required	<ul style="list-style-type: none">• Bachelor's Degree in Law (LLB) or Postgraduate Degree in Law (LLM)• Degree must be from a reputed University/Institute recognized by the Bar Council of India.• Minimum 60% marks or CGPA of 6.5 (on a 10-point scale) Must be registered as an Advocate with the Bar Council of India under the Advocates Act, 1961
6	Experience Required	<ul style="list-style-type: none">• Candidates should possess a minimum of three years of experience after completing a Bachelor's degree or a minimum of two years of experience after completing a Master's degree.• The experience must include handling civil and criminal litigation, arbitration matters, Right to Information (RTI) and service-related matters, as well as drafting and interpreting legal documents and appearing before courts and tribunals.• Applicants are required to submit proof of experience.• Preference will be given to candidates who have at least two years experience dealing with legal matters related to academic institutions and those who have experience in dealing with service matters/ Intellectual Property Rights (IPR) filings.
7	Nature of Duties	<ul style="list-style-type: none">• The incumbent shall assist and report to the Assistant Registrar (Legal) and will be responsible for preparing, maintaining, and monitoring pending court cases.• The person will assist in discussions with Advocates and Legal Counsel for finalizing Public Works Contracts (PWC), Writ Petitions, Appeals, Rejoinders, Show-Cause Replies, and Affidavits.• The duties also include liaising with Intellectual Property Rights (IPR) attorneys; drafting, interpreting, and vetting legal documents such as Memoranda of Understanding (MoUs), Non-Disclosure Agreements (NDAs), and other agreements and contracts.• The incumbent may be required to visit Tribunals, High Courts, and other courts and advise the Institute on further legal action, handle Intellectual Property Rights filings including patents and copyrights, and perform any other duties as assigned by the Institute Authority.

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 of application 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.

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 Institute 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 do not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

Sd/-
Dean (FSW)

To:

The Webmaster
The AR (Legal)

Copy to:

Director's Office