

No. KUDSIT/238/SO AD/2026

Dated 05.05.2026

**NOTIFICATION**

The Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian citizens for appointment to the following position on a contract basis. The qualified candidates can submit their applications online through the Recruitment Portal. All guidelines related to submission of applications are available in the recruitment portal.

**DETAILS OF POST, QUALIFICATION, EXPERIENCE, ETC. REQUIRED.**

**I. Senior Assistant**

Job code	SA/52026/238
Name of Post	Senior Assistant
No. of Vacancies	2 Nos
Remuneration	Rs.35,000 (Consolidated)
Age	Should not exceed 36 years as of the last date for submission of the application.
Essential Educational and Other Qualifications	<ol style="list-style-type: none"><li>1. Graduate in any discipline with three years relevant office clerical experience / Administrative matters in National-level academic institutions / Universities</li><li>2. Good written knowledge in English and oral communication skills.</li><li>3. Excellent Knowledge in Microsoft Office (EXCEL/WORD/PPT).</li><li>4. Should have experience in a standard digital file management system.</li></ol>
Nature of Appointment	One year, extendable based on performance and requirements.



## II. Assistant

Job code	ASST/52026/238
Name of Post	Assistant
No. of Vacancies	2 Nos
Remuneration	Rs.25,000 (Consolidated)
Age	Should not exceed 36 years as of the last date for submission of the application.
Essential Educational and Other Qualifications	Degree in any discipline with good communication and computer skills.
Nature of Appointment	One year, extendable based on performance and requirements.

### **Age relaxation for submission of application**

5 years for candidates belonging to SC/ ST and 3 years for OBC candidates.

### **Mode of Selection**

The selection will be based on written test /or interview.

### **Venue of Test/Interview**

The test/interview will be conducted in Thiruvananthapuram district only.

### **Job Location**

All posts will be at Thiruvananthapuram.

### **General Instructions**

1. A scanned copy of the documents to prove age, qualifications, experience, etc. should be uploaded along with the online application, and originals are to be produced as and when called for. Applications without attaching the above documents shall be summarily rejected. No further chance will be given for submitting the same.
2. Incomplete applications or applications without filling the relevant fields will be summarily rejected.
3. Candidates who are in the service of the Government of India or any of the State Governments, etc., while applying should obtain a No Objection Certificate from their Head of Office or Department and keep it with them. If a candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand canceled.
4. Candidates should ensure that the particulars furnished by him/her are correct in all respects. Anything not specifically claimed in the application against the



appropriate field will not be considered at a later stage. No deviation whatsoever from the filled-in data will be entertained. In case it is detected at any stage of the recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material fact, his/her candidature will stand cancelled. If suppression of material facts or furnishing of any incorrect/false information is detected even after appointment, his/her service is liable to be terminated.

5. In case there is any discrepancy / ambiguity in the process of selection, the decision of the university shall be final and binding.
6. Applications submitted without fulfilling the eligibility and other norms mentioned in this notification as well as the instructions published in the recruitment portal of the university will be summarily rejected.
7. Canvassing in any form will entail the cancellation of candidature.

### **How to Apply:**

1. Applications shall be submitted online latest on **27.05.2026**. The application form is available at <https://www.duk.ac.in/careers>.
2. The application fee for the posts shall be Rs. 500/- (The fee will be exempted for SC/ST/Differently-abled candidates). The mode of payment is available in the recruitment portal.
3. The applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.
4. No interim queries after the submission of the application will be entertained. The candidates will be intimated the schedule of the test/interview through their registered email only.
5. The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.
6. The university has the right to cancel the advertisement or entire selection process at any stage without assigning a reason therefor, and the decision of the university shall be final.

**Dean HR**

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

