

**KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY**  
(formerly IITMK)

**Technocity Campus, Kuracode, Mangalapuram, Thonnakkal  
P.O., Thiruvananthapuram – 695 317, Kerala**

**Phone: 0471-2788000, Website: [www.duk.ac.in](http://www.duk.ac.in), E-mail: [info@duk.ac.in](mailto:info@duk.ac.in)**

No. KUDSIT/77/Ad.A1/2021

Technocity, Dated: 06/07/2021

**NOTIFICATION**

Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following post (on contract basis) for the University. Candidate shall apply online through the Recruitment Portal. The guidelines for submission of application is available in the portal.

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

<b>Job Code: ACC/072021/77</b>	<b>Qualification &amp; Experience</b>
<b>Name of Post: Accountant</b>	1. B. Com Degree with CA/ICWAI (Inter) and 3 years' experience as Accountant. (Experience in a Govt./Quasi Govt. Institution / Boards/ Corporation/University will be given preference.) Or MBA (Finance) with 8years experience as Accountant. (Experience in a Govt./Quasi Govt. Institution / Boards/ Corporation/University will be given preference.).
<b>Number of Vacancies: 2</b>	2. Experience in Tally is mandatory <b>Job Requirement:</b> Thorough knowledge in GST, EPF,ESI,TDS, IT e filing , Processing of Bills, Finalization of Accounts and Statutory Compliance etc. <b>Age Limit:</b> Shouldn't exceed 36 years as on the last date fixed for the submission of the application <b>Remuneration:</b> Rs.30,000/- per month

**Note:**

- i. Age relaxation for submission of applications: 5 years for candidates belonging to SC/ST and 3 years for OBC candidates.
- ii. In the case of an Ex-serviceman or Ex-general Reserve Engineer Force person or a disembodied Territorial Army person, in reckoning the age for his eligibility for submission of application, can exclude the period of his service in the defense forces or in the General Reserve Engineer Force or in the Territorial Army, as the case may be, and the period of unemployment on discharge up to a maximum of five years provided he has not completed the age of 50 years.
- iii. Age relaxation up to 10 years to orthopedically disabled candidates subject to the condition that in no case the upper age limit shall exceed 50 years.

**Mode of Selection:**

- i. The selection will be on the basis of Objective Test/Descriptive Test and/ or interview conducted by the University or an outside agency depending on the number of applicants. The Syllabus of the Test will be intimated through Admission Ticket
- ii. The medium of the test will be English. The standard of the questions will be that suitable for candidates with B Com Degree Qualification.
- iii. The minimum marks for being included in the Short List of candidates to be called for the interview will be 40% in the Objective /Descriptive Test. The number of candidates to be included in the Short List of candidates to be called for the interview will be decided by the University.
- iv. The final selection will be on the basis of the decision of the Interview Board.

**Facilities for Persons with Disabilities:**

- a. Candidates with benchmark disabilities whose writing speed is affected can avail the services of a scribe. Such candidates should apply for the same. They, whether availing the facility of scribe or not, will be allowed compensatory time of 20 minutes and/or part thereof for every hour of the examination.
- b. The use of scribe will be governed by the guidelines prescribed by the University and candidates will have to produce a medical certificate and declaration at the time of attending test.

**Venue of Test/Interview**

The test/ Interview will be conducted at Thiruvananthapuram only.

**General Instructions**

- i. Documents in original to prove age, qualifications, Community, Non-Creamy Layer status, economically weaker section status etc. should be produced as and when called for, failure of which will entail cancellation of candidature. Candidates who belong to differently abled categories and claim age relaxation will have to produce a certificate from the medical board as per G.O (P) No.39/2012/SWD dated 30/06/2012 as and when called for.
- ii. Candidates, who are in the service of the Government of India or any of the State Governments, etc. while applying, should obtain No Objection Certificate from their Head of Office or Department and keep it with them. If candidates fail to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled.
- iii. 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.** 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 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.

- iv. Applications not submitted in accordance with 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.
- v. Canvassing in any form will entail cancellation of candidature.
- vi. Appointment from the ranked list will be made in accordance with rules of reservation prescribed in the Rules 14 to 17 of Part II of the Kerala State and Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.

#### **How to Apply:**

- Applications shall be submitted on-line latest on **16/07/2021** The application form is available at **<https://www.duk.ac.in/careers>**
- The applications received after the last date fixed or the applications which are incomplete or the applications without filling the relevant field will be summarily rejected.
- No interim queries after the submission of application will not be entertained. The candidates will be intimated the schedule of Test/ Interview through their registered email only.
- The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.
- The University has the right to cancel the advertisement or entire selection process at any stage without assigning reason thereof and the decision of the University shall be final.

**Sd/-  
Registrar**