

KERALA UNIVERSITY OF DIGITAL SCIENCES, INNOVATION AND TECHNOLOGY
(formerly IIITMK)
Technocity Campus, Kuracode, Mangalapuram, Thonnakkal P.O.,
Thiruvananthapuram – 695 317, Kerala
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No. KUDSIT/36/Ad. A1/2021

Technocity, Dated: 12/07/2021

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 a period of one year. Candidate shall apply online through the Recruitment Portal of the University. The guidelines for submission of application are available in the portal.

DETAILS OF POST, QUALIFICATION, EXPERIENCE REQUIRED etc.

Job Code: DR/072021/36	Minimum Educational Qualification & Experience Masters' Degree from a recognized University with at least 3 years' experience at the level equivalent or above that of Deputy Controller of Examinations/ Deputy Registrar in a University / Centrally Funded Educational Institution OR Masters' Degree from a recognized University with at least 5 years' experience at the level equivalent or above that of Assistant Registrar in a University / Centrally Funded Educational Institution
Name of Post: Deputy Registrar	Job Requirement: The candidates should be acquainted with the rules relating to Admission of students, recognition of a course of study, equivalence of qualifications, reservations norms for admission and allied matters and should have proven experience in preparation of academic calendar, prospectus, in handling of day- to- day affairs of the students, collection of fees, conduct of examination, issue of mark lists & certificates etc. Should be capable in Academic Administration. Good computer proficiency is required.
Number of Vacancies: 1 (On contract basis)	Age Limit: Shouldn't exceed 62 years on the last date fixed for the submission of the application Remuneration: Rs.50,000/- per month

Mode of Selection:

- i. The selection will be on the basis of interview/ test conducted by the University or an outside agency depending on the number of applicants. In case there is a Test.
- ii. The Syllabus of the Test will be intimated through Admission Ticket.
- 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.

Venue of Test/Interview

The Interview/ test will be conducted at Thiruvananthapuram only.

General Instructions

- i. Documents in original to prove age, qualifications, Experience, Community, etc. should be produced as and when called for, failure of which will entail cancellation of candidature.
- 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.

How to Apply:

- Applications shall be submitted on-line latest on **22/07/2021** 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 or without attaching relevant certificates of qualification, experience etc. will be summarily rejected.
- No interim queries after the submission of application will 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