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

Technocity Campus, Kuracode, Mangalapuram, Thonnakkal P.O., Thiruvananthapuram – 695 317, Kerala Phone: 0471-2788000, Website: www.iiitmk.ac.in

No. KUDSIT/Ad.A1/113/2021   16/08/2021

NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology (Digital University of Kerala) was established in 2020 by the Government of Kerala by upgrading the Indian Institute of Information Technology and Management, Kerala. It is a non-affiliating research and post graduate teaching University in the State of Kerala to facilitate and promote studies, research, incubation and extension work in Digital Technologies and its application domains in Science, Engineering and Humanities. It is the first Digital University in the state.

Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following posts (on contract basis) in the various Digital Transformation Projects under Product Development Centre of the University. Candidate shall apply online through the Recruitment Portal. The guidelines for submission of application are available in the portal.

CATEGORY NO 1

Designation:	Database Administrator
Job Code:	DBA/082021/113
Number of Vacancies:	1 No.
Remuneration	Rs. 40000 – 50000 Consolidated per month
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	Minimum of 4 years' experience as a Database Administrator in a production and development environment with SQL Server/MySQL/Oracle and PostgreSQL Databases in a reputed institution.
Age	Should not exceed 40 Years on the last date fixed for the submission of application.
Required Skills:	PostgreSQL, MySQL, Oracle/SQL Server, MongoDB/ Elasticsearch/ Couchbase
Analytical skills:	DBAs must monitor the database performance and evaluate complex information coming from a variety of sources.
Communication skills	Work on teams and must communicate effectively with clients, managers, developers, and other workers.

Detail oriented	Working with a database requires the administrator to have an understanding of complex systems, and how a minor error can cause major problems
Problem-solving skills	When problems come up, administrators must troubleshoot them and resolve the problems.
Job description	Install, configure, upgrade, develop and release DB scripts and maintain all client databases which include performance monitoring, troubleshooting and client support.
Specific requirement and Duties:	• Responsible for ensuring all database system operational processes are managed according to established service level agreements. Specifically; • Administration of database objects such as indexes, tables, views, constraints, stored procedures. • Archiving, backup / recovery, replication, cloning, import/export and refresh. • Administration of database users. • Capacity Management and storage management. • Design, test, and optimize/tune RDBMS components. • Contribute to design, maintenance, and documentation of integrated database security and components in relation to SOX and SAS70 compliance. • Review and assess new features or upgrades to existing RDBMS components as well as application database changes. • For databases that may be supported in the future, reviews product literature to assess RDBMS differences and unique features. • When possible, test new technologies and report results Develop, maintain, and optimize programming code for maintenance jobs and application reporting tools. Develop shell scripts as required. • Assist with testing, implementation, and installation of new/improved systems, as well as product upgrades. • Strong agile/scrum development experience • Excellent written and verbal communication skills

CATEGORY NO 2

Designation:	Technology Lead
Job Code:	TL/082021/113
Number of Vacancies:	2 No.s
Remuneration	Rs. 80,000 – 1,00000 Consolidated per month
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	Minimum 8 years of proven experience on designing, development and leading the technology development solutions and experience in leading a team of experienced development/technical team.
Age	45 Years on the last date fixed for the submission of application.
Required Skills:	Java, Javascript, JQuery, Angular, HTML5, CSS3, Postgresql, MySQL, Oracle/MongoDB/ElasticSearch, Spring Boot, Cross platforms (React Native/Flutter), Web APIs, Python knowledge is desirable.
Role:	Java (Spring Boot with JQuery/Angular) Web and Mobile Cross-platform Developer
Role Description:	The Java (Spring Boot) Developer would need to have at least 2+ years of experience in Java with Spring Frameworks
Requirements & Responsibilities:	- Strong experience developing web applications using J2EE. - Minimum 8 years proven industry experience as a Web or Mobile App developer 4+ years of experience in Spring Boot. - Good knowledge of MicroServices. - Sound knowledge in Web Frameworks - Experience working with tools like Git, Maven, JFrog, UDeploy. - Expertise developing enterprise-level web applications and RESTful APIs using MicroServices, with demonstrable production-scale experience. - Demonstrate strong design and programming skills using JSON, Web Services, XML, XSLT, PL/SQL in Unix and Windows environments. - Strong background working with Linux/UNIX environments. - Working knowledge with PostgreSQL, MySQL/MariaDB, DB2 or Mongo DB databases. - Passion to stay on top of the latest happenings in the tech world and an

	attitude to discuss and bring those into play.
	• Strong agile/scrum development experience
	• Strong collaboration and communication skills within distributed project teams
	• Excellent analytical skills.
	• Exceptional communication skills
	• Knowledge in ML and DL and Work experience in Microservices would be an added advantage
	• Product development experience would be an added advantage
Key Responsibilities:	• Determining project requirements and developing work schedules for the team.
	• Delegating tasks and achieving daily, weekly, and monthly goals.
	• Liaising with team members, management, and clients to ensure projects are completed to standard.
	• Identifying risks and forming contingency plans as soon as possible.
	• Analysing existing operations and scheduling training sessions and meetings to discuss improvements.
	• Keeping up-to-date with industry trends and developments.
	• Updating work schedules and performing troubleshooting as required.
	• Motivating staff and creating a space where they can ask questions and voice their concerns.
	• Being transparent with the team about challenges, failures, and successes.
	• Writing progress reports and delivering presentations to the relevant stakeholders.
	• Responsible for data injection, transformation, analysis and visualisation
	• Design and implementation of medium to large custom application data models.
	• Ensure quality deliverables.
	• Experience working in a distributed team environment and in Agile Methodology.

CATEGORY NO 3

Designation:	**QC and Delivery Manager**
Job Code:	QCDM/082021/113
Number of Vacancies:	1 No.

Remuneration	Rs. 1,20,000-1,40,000 Consolidated per month
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	Minimum 12 years' experience on delivery and Quality management
Age	Should not exceed 45 years on the last date fixed for the submission of application.
Role	**IT** Project Manager-IT/Software
Functional Area	IT Software - Application Development/Testing, Maintenance
Role Category:	**IT** Project Management
Key Responsibilities:	• Determine and define project scope and objectives • Predict resources needed to reach objectives and manage resources in an effective and efficient manner • Prepare schedule based on scope of work and resource requirements • Develop and manage a detailed project schedule and work plan • Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress • Manage contracts with vendors and suppliers by assigning tasks and communicating expected deliverables • Utilize industry best practices, techniques, and standards throughout entire project execution • Monitor progress and make adjustments as needed • Measure project performance to identify areas for improvement • Should be able to take on leadership responsibilities and influence • Leverage the testing process and test tool kit to create reusable test assets. • Involved in supporting or improving the master build test processes, environments, and scripts. These build tests ensure that the code drops to quality assurance are of the highest quality. • Hire, train, guide and support resources to accomplish the SIT and Regression Testing. • Java-Experience developing Test Automation strategy **Other Responsibilities**: • Should have worked on Data Migration Testing • Must have good Transportation, Logistics, analytical domain knowledge • Must have good knowledge of test planning/strategy Skills Required: ETL, SQL Queries, API, Web app, Mobile App etc

	- Design & build test scripts for Automation Testing - Design/Architect test automation framework and develop new test automation libraries. - Implement QA process and automated testing for all the work streams to improve the overall testing cycle. - Strong knowledge on Testing Lifecycle and ability to prioritize tasks for self and team. - Expertise in Selenium built automation framework from scratch to aid with regression testing - Proficient with collaboration tools (Jira, Confluence) - Excellent Communication Skills

CATEGORY NO 4

Designation:	**Sr. Software Engineer (Mobile Apps)**
Job Code:	SSEMA/082021/113
Number of Vacancies:	1 No.
Remuneration	Rs. 40000-50,000 Consolidated per month
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	5 years of experience developing Mobile applications using React Native/Flutter.
Age	Should not exceed 40 years on the last date fixed for the submission of application
Required Skills:	Cross platforms (React Native/Flutter) – Mandatory, JavaScript, HTML5, CSS3, REST APIs
Desired skills:	Java/Kotlin/Objective-C/Swift
Role:	Mobile developer (Cross Platforms)
Role Description:	Primary responsibility is to Design and builds applications for the iOS and Android platforms. Responsible for collaborating with a team to define, design, ship new features, and deploying hybrid applications across IOS App Store and Google Play App Store
Requirements & Responsibilities:	- Good knowledge of MicroServices. - Experience working with tools like Git, GitHub, Jira etc - Expertise in deploying hybrid applications across IOS App Store and Google Play App Store. - Strong analytical, problem- solving skills, must be able to work well with teams. - Flexible and willing to accept a change in priorities as necessary. - Experience working in a distributed team environment and in Agile Methodology.

	• Support the entire application lifecycle (concept, design, test, release, and support).
	• Produce fully functional mobile applications writing clean code.
	• Gather specific requirements and suggest solutions.
	• Write unit and UI tests to identify malfunctions.
	• Troubleshoot and debug to optimize performance.
	• Design interfaces to improve user experience.
	• Liaise with the Product development team to plan new features.
	• Stay up- to- date with new technology trends.
	• Proficient understanding of code versioning tools, such as Git
	• Strong background working with Linux/UNIX environments.
	• Working knowledge with PostgreSQL, MySQL, DB2 or Mongo DB databases.
	• Passion to stay on top of the latest happenings in the tech world and an attitude to discuss and bring those into play.
	• Strong agile/scrum development experience
	• Strong collaboration and communication skills within distributed project teams
	• Excellent written and verbal communication skills

CATEGORY NO 5

Designation:	Jr. Software Engineer (Mobile Apps)
Job Code:	JSEMA/082021/113
Number of Vacancies:	2 No.s
Remuneration	Rs. 25000 – 35000 Consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	3 years of experience developing Mobile applications using React Native/Flutter.
Age	Should not exceed 40 years on the last date fixed for the submission of application
Required Skills:	Cross platforms (React Native/Flutter) – Mandatory, JavaScript, HTML5, CSS3, REST APIs
Desired skills:	Java/Kotlin/Objective-C/Swift
Role:	Mobile developer (Cross Platforms)
Role Description:	Primary responsibility is to Design and builds applications for the iOS and Android platforms. Responsible for collaborating with a team to define, design, ship new features,

	and deploying hybrid applications across IOS App Store and Google Play App Store
Roles & Responsibilities	• Good knowledge of MicroServices. • Experience working with tools like Git, GitHub, Jira etc • Expertise in deploying hybrid applications across IOS App Store and Google Play App Store. • Strong analytical, problem- solving skills, must be able to work well with teams. • Flexible and willing to accept a change in priorities as necessary. • Experience working in a distributed team environment and in Agile Methodology. • Support the entire application lifecycle (concept, design, test, release, and support). • Produce fully functional mobile applications writing clean code. • Gather specific requirements and suggest solutions. • Write unit and UI tests to identify malfunctions. • Troubleshoot and debug to optimize performance. • Design interfaces to improve user experience. • Liaise with the Product development team to plan new features. • Stay up- to- date with new technology trends. • Proficient understanding of code versioning tools, such as Git • Strong background working with Linux/UNIX environments. • Working knowledge with PostgreSQL, MySQL, DB2 or Mongo DB databases. • Passion to stay on top of the latest happenings in the tech world and an attitude to discuss and bring those into play. • Strong agile/scrum development experience • Strong collaboration and communication skills within distributed project teams • Excellent written and verbal communication skills

CATEGORY NO 6

Designation:	Senior Software Engineer
Job Code:	SSE/082021/113
Number of Vacancies:	10 No.s
Remuneration	Rs. 40000- 60000 Consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from

	a recognized University/Educational Institution
Essential Experience	Total 7 Years' experience out of which Minimum 5 year experience developing web applications using J2EE and minimum 2 year of experience in Spring/Spring Boot or any other MVC framework with Java.
Age	Should not exceed 40 years on the last date fixed for the submission of application
Required Skills:	Java, Javascript, JQuery/Angular, HTML, CSS, Postgresql/MySQL/MSSQL, Spring/Spring Boot
Role:	Java (Spring Boot with JQuery/Angular) Web Developer
Role Description:	The Java (Spring Boot) Developer would need to have at least three years of experience in Java with Spring Frameworks
Roles & Responsibilities	• Good knowledge of MicroServices. • Experience working with tools like Git, Maven. • Expertise developing enterprise-level web applications and RESTful APIs using MicroServices, with demonstrable production-scale experience. • Demonstrate strong design and programming skills using JSON, Web Services, XML, JSON, PL/SQL in Unix and Windows environments. • Strong background working with Linux/UNIX environments. • Working knowledge with PostgreSQL/MySQL/DB2/Mongo DB databases. • Passion to stay on top of the latest happenings in the tech world and an attitude to discuss and bring those into play. • Strong agile/scrum development experience • Strong collaboration and communication skills within distributed project teams • Excellent written and verbal communication skills

CATEGORY NO 7

Designation:	Jr. Software Engineer
Job Code:	JSE/082021/113
Number of Vacancies:	8 No.s
Remuneration	Rs. 30000 – 35000 consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution

Essential Experience	Minimum 3 years of Experience developing web applications using J2EE/ Spring/Spring Boot or any other MVC framework with Java
Age	Should not exceed 40 years on the last date fixed for the submission of application
Required Skills:	Java, Javascript, JQuery/Angular, HTML, CSS, Postgresql/MySQL/MSSQL, Spring/Spring Boot
Role:	Java (Spring Boot with JQuery/Angular) Web Developer
Role Description:	The Java (Spring Boot) Developer would need to have at least 6 months of experience/internship in Java with Spring Frameworks
Roles & Responsibilities	• Experience developing web applications using J2EE. • Experience in Spring/Spring Boot or any other MVC framework with Java. • Good knowledge of MicroServices. • Experience working with tools like Git, Maven. • Expertise developing enterprise-level web applications and RESTful APIs using MicroServices, with demonstrable production-scale experience. • Demonstrate strong design and programming skills using JSON, Web Services, XML, JSON, PL/SQL in Unix and Windows environments. • Strong background working with Linux/UNIX environments. • Working knowledge with PostgreSQL/MySQL/DB2/Mongo DB databases. • Passion to stay on top of the latest happenings in the tech world and an attitude to discuss and bring those into play. • Strong agile/scrum development experience • Strong collaboration and communication skills within distributed project teams • Excellent written and verbal communication skills

CATEGORY NO 8

Designation:	**Jr. Security Analyst**
Job Code:	JSE/082021/113
Number of Vacancies:	2 Nos
Remuneration	Rs. 25000 – 30000 Consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc Information Technology from a

	recognized University/Educational Institution
Essential Experience	Should have minimum 6 months industry experience in Cyber Security Area
Age	Should not exceed 35 years on the last date fixed for the submission of application
Required Skills:	Python, ML/DL, MySQL/SQL Server/Oracle • Analytical ability, • Administering Information Security Software and Controls • Analysing Security System Logs, Security Tools, and Data • Creating, Modifying, and Updating Intrusion Detection Systems (IDS) • Creating, Modifying, and Updating Security Information Event Management (SIEM) • Experience with Intrusion Prevention Systems and Tools • Deep Understanding of Risk Management Frameworks • Defining Process for Managing Network Security
Job Duties and Responsibilities	• Cybersecurity monitoring. Respond to cybersecurity incidents; conduct threat analysis as directed and address detected incidents for resolution • Reviews alerts. Determine relevancy and urgency • Create new incident • Evaluate event flows to identify common risks and vulnerabilities to develop and implement solutions • Ethical Hacking and Testing of vulnerabilities of implementations. • Researching the Organization's system, network structure, and possible penetration sites. • Conducting multiple penetration tests on the system. • Identifying and recording security flaws and breaches. • Identifying areas of high-level security. Reviewing and rating the security network. • Creating suggestions for security upgrades. Compiling penetration test reports for the client. Conducting penetration tests once new security features have been implemented. Development knowledge in Java/Python and Spring boot/Django framework would be considered as added advantage.

CATEGORY NO 9

Designation:	**Software Test Engineer**
Job Code:	STE/082021/113
Number of Vacancies:	4 No.s
Remuneration	Rs. 30000- 40000 Consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	Should have minimum 3 years industry experience as a software tester
Age	Should not exceed 35 years on the last date fixed for the submission of application
Required Skills:	Mysql/PostgreSQL, Java/Python automation scripting, Selenium, JMeter etc
Roles & Responsibilities	- An excellent knowledge of software test practices, especially for Web and Mobile based Applications. - Ability to extract & design test plans from user requirements. - Ability to review and influence technical implementation plans to ensure best practice. - Confidence to feedback & challenge both developers and stakeholders based on test results. - Familiarity with software version control, bug tracking software and document management systems (GitHub, Jira, SharePoint etc.). - Experience with unit testing and mocking frameworks. - Understanding of programming languages and structure. - Test coverage tool use, and deployment/set up experience. - Design and implementation of automated and manual tests, as appropriate, to cover: Module, sub-system and system level testing. - Experience in the use of Java/Python - Understanding and experience of Continuous Integration. - Understanding of verification and validation. - Integration and regression testing. - Excellent communication, and presentation skills. - Write and run automated test cases to test new or existing features, automate bug recreations, execute regression tests and generally reduce the time needed to thoroughly test web and mobile applications. - Develop the automated tests, API tests, load tests using tools such as Selenium Web driver, JMeter etc. - Understand Requirements and identify features to be tested. - Create and execute Test cases

| | - Must have experience on Manual Testing
- Should have knowledge in Client-Server Architecture
- Proficiency in Black / white box testing
- SDLC/Project Documentation |

CATEGORY NO 10

Designation:	**Tech Lead QA & Testing**
Job Code:	TLQAT/082021/113
Number of Vacancies:	1 No.
Remuneration	Rs. 60000 – 80000 consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	Total 8 years' experience in the relevant area out of which 6 year industry experience in software testing area, 2 years industry experience as a Test Lead/Team Lead
Age	Should not exceed 40 years on the last date fixed for the submission of application
Required Skills:	MySQL/PostgreSQL, Java/Python automation scripting, Selenium, JMeter etc
Roles & Responsibilities	- Ability to analyse defects and provide root-cause analysis. - Experience in Creation and execution of Test Scenarios, Test Cases and Test Data - An excellent knowledge of software test practices, especially for Web and Mobile based Applications. - Ability to extract & design test plans from user requirements. - Ability to review and influence technical implementation plans to ensure best practice. - Confidence to feedback & challenge both developers and stakeholders based on test results. - Familiarity with software version control, bug tracking software and document management systems (GitHub, Jira, SharePoint etc.). - Experience with unit testing and mocking frameworks. - Understanding of programming languages and structure. - Test coverage tool use, and deployment/set up experience. - Design and implementation of automated and manual tests, as appropriate, to cover: Module, sub-system and system level testing. - Experience in the use of Java/Python - Understanding and experience of Continuous Integration. - Understanding of verification and validation.

	• Integration and regression testing.
	• Excellent communication, and presentation skills.
	• Write and run automated test cases to test new or existing features, automate bug recreations, execute regression tests and generally reduce the time needed to thoroughly test web and mobile applications.
	• Develop the automated tests, API tests, load tests using tools such as Selenium Web driver, JMeter etc.
	• Understand Requirements and identify features to be tested.
	• Create and execute Test cases
	• Must have experience on Manual Testing
	• Should have knowledge in Client-Server Architecture
	• Proficiency in Black / white box testing
	• SDLC/Project Documentation

CATEGORY NO 11

Designation:	Business Analyst
Job Code:	BA/082021/113
Number of Vacancies:	2 No.s
Remuneration	Rs. 30000 – 35000 Consolidated
Essential Qualification	B-Tech/BE/MCA or MSc in Computer Science/MSc in Information Technology from a recognized University/Educational Institution
Essential Experience	should have minimum 3 years industry experience as the business Anlyst or similar category
Age	Should not exceed 35 years on the last date fixed for the submission of application
Required Skills:	• Excellent communication skills – Should be able to interface with the client, discuss business requirements with different stakeholders of the project.
	• Excellent client-facing and internal written and verbal communication skills
	• Analysis Skills – Exceptional analytical and problem-solving skills. Should be able to analyze business problems faced by the

client and suggest solutions for the problem. Ability to go into details and extract specific details regarding functional requirements.

- Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats.
- Designs new business workflows by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications.
- Improves systems by studying current practices, designing modifications. • Recommends controls by identifying problems, writing improved procedures.
- Documentation Skill – Should be an expert in documenting the requirements gathered from the client in a detailed manner. Essential to have knowledge in preparing business process flowcharts using tools. Knowledge in preparing Functional, Business, and System Requirement Specification documentation.
- Experience in developing user documentation, providing business support, and training users. Should have good presentation skills.

Roles & Responsibilities	• Assist PM in the process study and requirement study • Process and workflow documentation • Client meetings and brainstorming for User Requirements • Scope Detailing - • Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. • Ability to Travel to client sites

CATEGORY NO 12

Designation:	**Manager-HR**
Job Code:	HRM/082021/113
Number of Vacancies:	1 No.
Remuneration	Rs. 35000 – 40000 Consolidated
Essential Qualification	MBA with specialisation in Human Resource Management from a recognized University/Educational Institution
Desirable Qualification	B.Tech from a recognized University/ Educational Institution
Essential Experience	Minimum 4 years industry experience in the role of HR Manager/Asst. Manager HR in a reputed IT/ITES industry with proven knowledge in recruitment process
Age	Should not exceed 40 years on the last date fixed for the submission of application

Required Skills:	• Exploring the potential profiles of candidates based on the requirement of various projects • Hiring process including profile curation, interview scheduling, selection process coordination with admin team. • Performance management tracking skills of project team • Excellent presentation and communication skill
Roles & Responsibilities	• Consistently recruiting excellent technical staff based on various project requirements. • Maintaining a smooth onboarding process. • Training, counseling and coaching our staff. • Carrying out necessary administrative duties respect to the Product Development centre • Preparing various clear and concise reports and presentations • Maintaining employee and workplace privacy.

CATEGORY NO 13

Designation:	Admin Executive
Job Code:	AE/082021/113
Number of Vacancies:	1 No.
Remuneration	Rs. 25000 – 30000 Consolidated
Essential Qualification	Graduation with Post Graduate Diploma in Computer Applications or MCA from a recognized University/Educational Institution. Candidates with B.Tech in Computer Science/B.Tech in Information Technology with MBA is also eligible
Essential Experience	Minimum 3 years industry experience in the role of Admin Executive, Office Executive or related jobs in IT/ITES industry with proven knowledge in administrative process/digital documentation
Age	Should not exceed 35 years on the last date fixed for the submission of application
Required Skills:	• Excellent Written and Oral communication skill in English and Malayalam • Strong knowledge in MS office, MS Excel, and other office automation and data management tools • Coordination and office management skill
Roles & Responsibilities	• Back office administration • Secretarial and administrative documentation • Communication management • Administrative and documentation support for all the projects.

	• Maintaining the project related documents, files, and other documents
	• Scheduling the meetings, arrangement of meetings with external and internal stakeholders
	• Coordination of training and capacity building programs
	• File Administration and documentation support to Head-Project Development Centre
	• Carrying out necessary administrative duties respect to the Product Development centre
	• Preparing various clear and concise reports and presentations

CATEGORY NO 14

Designation:	Business Analyst Interns
Job Code:	BAI/082021/113
Number of Vacancies:	2 No.s
Remuneration	Rs. 15000-20000 Consolidated
Essential Qualification	B-Tech/BE/Bsc- CS/IT/ MCA/MCs-CS/MBA from a recognized University/Educational Institution
Essential Experience	Should have minimum 6 months experience in the relevant area
Age	Should not exceed 25 years on the last date fixed for the submission of application
Required Skills:	• Analysis Skills – Exceptional analytical and problem-solving skills. Should be able to analyze business problems faced by the client and suggest solutions for the problem. Ability to go into details and extract specific details regarding functional requirements. • Determines operational objectives by studying business functions; gathering information; evaluating output requirements and formats. • Designs new business workflows by analyzing requirements; constructing workflow charts and diagrams; studying system capabilities; writing specifications. • Improves systems by studying current practices, designing modifications. • Recommends controls by identifying problems, writing improved procedures.
Roles & Responsibilities	• Assist PM/BA in the data collection, • As-Is , To-Be study and Process Flow Mapping. • Process and workflow documentations, Client meetings and brainstorming / requirement gathering, detailing of scope and deliverables.

Note:

Age relaxation for submission of applications: 5 years for candidates belonging to SC/ST and 3 years for OBC candidates. Age may be further relaxed in case of candidates with exceptional experience.

Mode of Selection:

The selection will be on the basis of skill test/interview conducted by the University.

This jobs notification shall also be available in the Digital Workforce Management System of Govt of Kerala (www.knowledgemission.kerala.gov.in).

The profile of the job seekers who have registered with DWMS Portal up to 10.09.2021 and meeting the skill and eligibility criteria prescribed in this notification shall also be considered and included for the further selection process.

Venue of Interview: The Interview will be conducted at Thiruvananthapuram only.

General Instructions

i. Documents in original to prove age, qualifications, Community, should be produced as and when called for, failure of which will entail cancellation of candidature. Scanned copy of the documents to support the claim should be uploaded while submitting the online application.

ii. 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 fulfil 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.

iii. 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.

iv. Canvassing in any form will entail cancellation of candidature.

How to Apply:

- Applications shall be submitted on-line latest on **10/09/2021**. 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 about 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