

No. KUDSIT/204/Ad. A1/2021

Technocity, Dated: 13/10/2021

NOTIFICATION

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

DETAILS OF POST, QUALIFICATION, EXPERIENCE/SKILLS REQUIRED

Job Code Name of Post No. of Vacancies Remuneration Age	: HW/102021/204 : Hostel Warden : 02 (1 Male and 1 Female) : Rs. 35,000/- (Consolidated) : Should not exceed 45 Years as on the last date for submission of application
Essential Qualification, Experience and skills	1. Degree from a recognized University 2. Minimum 07 Years' experience as Warden/Asst. Warden/Matron in a University or Government / Educational Institutions 3. Good communication ability in English and Malayalam. (Knowledge in Hindi is preferred) 4. Should be healthy & physically agile, as the job involves frequent moving around on foot as well as climbing stairs of a multi-storied building. 5. Ex-Servicemen within the admissible age limit are also eligible to apply for the post of Male Warden Desirable: Degree/Diploma in Nursing (for female warden)
Residential Requirements	Hostel Wardens will be provided accommodation facility in the hostel. It is mandatory for the wardens to stay in the hostel.
Nature of Appointment	On contract, initially for one year

Age Relaxation for submission of application:

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

II. In the case of Ex-serviceman or Ex-General Reserve Engineer Force persons or a disembodied Territorial Army person, in reckoning 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 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

Mode of Selection:

- i. The selection will be based on an interview.

Venue of Interview

The Interview will be conducted at Thiruvananthapuram only.

General Instructions

- i. Scanned copy of the documents to prove age, qualifications, experience, etc. should be uploaded along with online application and originals 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.
- ii. 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 candidates fail to produce the No Objection Certificate as and when called for, his/her candidature will stand canceled.
- 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 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.
- v. Canvassing in any form will entail the cancellation of candidature.

How to Apply:

- Applications shall be submitted online latest on **31/10/2021**. The application form is available at <https://www.duk.ac.in/careers>.
- The application fee for the post of Hostel Warden will be Rs.300/- (SC/ST Candidates are exempted from payment of application Fee). The instructions for the payment of the application fee are available in the recruitment portal.
- The applications received after the last date fixed or the incomplete applications 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 the application will be entertained. The candidates will be intimated the schedule of the 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