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DIGITAL UNIVERSITY KERALA
Curating a responsible digital world

No. KUDSIT/404/AR AD/2022   Technocity, Dated: 29.06.2022

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 this University. Candidates shall apply online through the Recruitment Portal. The guidelines for the submission of applications are available in the recruitment portal.

DETAILS OF POST, QUALIFICATION, EXPERIENCE ETC. REQUIRED

Job Code	: AT CCSEE/062022/404
Name of Post	: Assistant Manager(Training) CCS&EE
No. of Vacancies	: 01 no.
Remuneration	: Rs 40,000 to Rs 60,000 per month (Consolidated) based on experience
Age	: Should not exceed **40 Years** as on the last date for submission of Application.
Roles & Responsibilities	1.Identify the current and future training needs and opportunities for working professionals. 2.Assist in launching / facilitating new training programs based on the markets identified. 3.Assist in monitoring and evaluating the training programs' effectiveness and success, and prepare reports and statistics. 4.Liaisoning with industries/ Government organizations
Essential Educational Qualification required	MBA/PGDM/Executive MBA from a recognized University/Educational Institution.
Essential Experience	Minimum Three years of work experience after graduation with a reputed academic institution/ training organization or industry in training management/operational/administrative role. Out of the total work experience, at least one year should be in planning and organizing training programs.
Desirable Experience	Understanding of Industry 4.0 and related technologies
	•Strong Analytical, Planning, Marketing scanning and Market Sensing skills to identify potential training opportunities. •Possess excellent interpersonal skills and have a solution-oriented mindset.

Key skills/ abilities/knowledge required	~~Be self-motivated and able to work independently.~~ •Ability to identify and collaborate with internal and external stakeholders and have leadership ability to work effectively with all relevant stakeholders •Proficiency in MS Office/Open Source software •Communication skills - oral and written. •Capacity to collaborate and communicate with diverse communities – faculty, non-academic staff, industry, and Government stakeholders •Ability to prioritize work opportunities and effectively manage the same with limited supervision.
Nature of Appointment	Initially for a period of 6 months on contract basis.

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 personal interview.

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. 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 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. In case any discrepancy / ambiguity in the process of selection , the decision of the University shall be final and binding.

VI. **Consequent up on adoption of self- certification provisions the University shall process the applications entirely on the basis of the information / documents provided with the application . The call for interview /appointment will be provisional and subject to physical verification of the documents.**

VII. Canvassing in any form will entail the cancellation of candidature.

How to Apply:

I. Applications shall be submitted online latest on **15.07.2022.** The application form is available at https://www.duk.ac.in/careers.

II. The applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.

III. 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.

IV. The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.

V. 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.

Registrar