

No. KUDSIT/603/AR AD/2022

Technocity, Dated: 12.08.2022

### NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following post on a short-term contract basis or on deputation. 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 REQUIRED

<b>Job Code</b> <b>Name of Post</b> <b>No. of Vacancies</b> <b>Remuneration</b> <b>Age</b>	: AR/082022/603 : <b>Assistant Registrar (Academic)</b> : <b>01 nos.</b> : <b>Rs. 60,000/- (Consolidated for contract appointment) and Pay level 10 (as per 7th CPC) for deputation candidates.</b> : Should not exceed <b>58 Years</b> as on the last date for submission of application
<b>Educational Qualification</b>	<b>Essential:</b> Should have a Master's Degree with at least 55% marks or its equivalent grade from a recognized University/Educational Institution. <b>Desirable:</b> Master degree in the areas of Education or Educational Administration/Management.
<b>Essential Experience</b>	<b>For Short - term contract :</b> Should have minimum 10 years of service in (a) Central /State Universities or Research Institutions; (b) Central or State Government Departments (c) Autonomous Bodies under the Central or State Government , out of which at least 8 years should be at the Level of Section Officer or analogous post. <b>Desirable:</b> Experience in educational management, managing training departments, university program management, and general administration of academic units will be added advantage. <b>For Deputation:</b> Officers from the Central/State Universities or Institutes of National Importance or University level institutes applying for deputation should be holding the post of Assistant Registrar or an analogous post with the pay level of 10 or equivalent Grade.
	<ul style="list-style-type: none"> <li>The candidates should have experience in handling academic matters such as but not limited to Admission of students, recognition of a course of study, the equivalence of qualifications, reservations norms, processing of scholarships , award of degrees and should have proven</li> </ul>



<b>Job Responsibilities &amp; Skill sets required</b>	<p>experience in preparation of academic calendar, time table, prospectus, handling of the day- to- day affairs of the students, collection of fees, conduct of examination, issue of mark lists &amp; certificates, etc.</p> <ul style="list-style-type: none"> <li>• Should be familiar with various quality assurance processes to ensure accreditation norms and compliances of academic standards in higher education</li> <li>• Should be capable in Academic Administration.</li> <li>• Good proficiency in using computers and digital technologies are compulsory.</li> </ul>
<b>Nature of appointment</b>	Initially for 1 year on contract basis . Deputation initially for 1 year ( Extendable)

### Mode of Selection:

The selection will be based on an interview.

### General Instructions

- I. The conditions of service and remuneration for those applicants selected under deputation shall be governed by the respective rules of deputation.
- II. 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.**
- III. 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.
- IV. 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.
- V. 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.
- VI. In case any discrepancy / ambiguity in the process of selection, the decision of the University shall be final and binding.
- VII. **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 selection / appointment will be provisional and subject to physical verification of the documents.**



## How to Apply:

- I. Applications shall be submitted online latest on **31.08.2022**.The application form is available at <https://www.duk.ac.in/careers>.
- II. No interim queries after the submission of the application will be entertained.
- III. The candidates will be intimated the schedule of the 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**

