

No. KUDSIT/600/CRO/2022

Technocity, Dated 24.08.2022

NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following post (on a contract basis) for the Research and IPR Cell of the 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

I.

Job Code	: AAO/082022/600
Name of Post	: Assistant Administrative Officer
No. of Vacancies	: 01
Remuneration	: Rs. 30,000/- to 40,000/- Consolidated
Age	: Should not exceed 36 Years as on the last date for submission of application.
Essential Educational Qualification	B Tech. / Master's Degree in any discipline from a recognized University/Educational Institution.
Essential Experience	Minimum of 3 years of experience in an Educational or Research Institution / organization in collection and compilation of research data.
Essential skillset	<ol style="list-style-type: none"> 1. Excellent communication skills in English language (reading, writing and speaking) 2. Proven Expertise in handling MS Office applications (Word, Power Point, Excel, etc.) 3. Expertise in using "Origin" or similar plotting tools 4. Basic understanding of research publications, journals, conferences etc, 5. Basic understandings of patents, copy right etc
Nature of Appointment	On contract basis for 1 Year

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 an test and/or Interview

Venue of Test/Interview:

The test /Interview will be conducted in Thiruvananthapuram district 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. 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 selection/ appointment will be provisional and subject to physical verification of the documents.**
- VII. 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.
- VIII. Canvassing in any form will entail the cancellation of candidature.



How to Apply:

- I. Applications shall be submitted online latest on **11.09.2022**. The application form is available at <https://www.duk.ac.in/careers>.
- II. The application fee for the posts shall be Rs. 300 /- (Fee will be exempted for SC/ST/Differently-abled Candidate). The mode of payment is available in the recruitment portal.
- III. The applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.
- IV. 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.
- V. The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.
- VI. 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

