

No. KUDSIT/528/AR AD/2021

Technocity, Dated: 10.08.2022

### RE-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 one of the leading Digital Transformation projects of Government of Kerala, implemented by Centre for Digital Innovation and Product Development 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.

<b>Job Code</b> <b>Name of Post</b> <b>No. of Vacancies</b> <b>Remuneration</b> <b>Age</b>	: PA-P/082022/290 : <b>Project Associate – PLANSPLACE</b> : 05 : <b>21,175/- Consolidated</b> : Should not exceed <b>35 years</b> as on the last date for submission of application.
<b>Essential Educational Qualification</b>	Degree with PGDCA. PGDCA should be issued by a recognized Govt. institution/organization. <p style="text-align: center;"><b>OR</b></p> MCA/BE/BTech/MSc Computer Science/MSc IT from a recognized university/institution
<b>Essential Experience</b>	The candidate should have a minimum of Two years of working experience with any online reporting system, online data processing system, ERP system, office automation software. Should have thorough knowledge on office automation tools/packages and internet skills.(Candidates are required to produce the relevant experience certificate issued by the employer to prove this experience in this area)
<b>Job Description</b>	Providing user-level training to officials on demand, coordination with district level and local body level implementing officers for the timely updating of PLANSPLACE system, preparing necessary reports and presentations to higher-level officials for review meetings, Provide hands-on support for data updating, collection and compilation of district level data and reports for various analysis, preparation of review reports etc.
<b>Nature of Appointment</b>	On contract initially for the period of one year (extendable based on further requirement of the project)



**Age relaxation for submission of application:**

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

**Mode of Selection:**

Online test and Interview.

**Place of Test and Interview:**

Digital University Campus, Technopark Phase 4, Pallippuram, Mangalapuram, Thonnakkal, Trivandrum

**Date of online test and interview: 27-08-2022**

**No. of positions available in each district:**

1. Trivandrum	- 1
2. Kottayam	- 1
3. Thrissur	- 1
4. Palakkad	- 1
5. Kasargod	- 1

**Note: Selected candidates shall be posted and required to work in any district as per the requirement.**

**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 as required by the Govt. of India, the University shall process the applications entirely on the basis of the information / documents provided with the application . The 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.
- IX. The shortlisted candidates will be called for test to be held at the Digital University Campus, Thiruvananthapuram. Those candidates who qualify in the test will be invited for the interview on the same day. NO TA/DA will be provided to candidates for attending test and interview.

#### **How to Apply:**

- I. Applications shall be submitted online latest on **21.08.2022**. 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**

