

No. KUDSSIT/23/SO AD/2023

Technocity, Dated 18.01.2023

### **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 KSAAC Project of 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**

<b>Job Code</b> <b>Name of Post</b> <b>Name of Project</b> <b>No. of Vacancies</b> <b>Remuneration</b> <b>Age</b>	<b>: TCW/012023/735</b> <b>: Technical Content Writer</b> <b>: KSAAC under DUK</b> <b>: 01</b> <b>: Rs. 35,000 /- to 45,000/- per month</b> <b>(Consolidated)</b> <b>: Should not exceed 40 years as on the last</b> <b>date for submission of application</b>
<b>Essential Educational Qualification</b>	MTech/BTech/MBA degree holders from a recognized university / educational institution.
<b>Essential Experience</b>	Minimum two years experience in the area of research/technical papers/proposals writing and/or teaching technical subjects and/or software development/testing in a reputed organization/institution
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with internal teams to obtain an in-depth understanding of the process and the documentation requirements.</li> <li>• Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.</li> <li>• Write easy-to-understand user interface text, online help and developer guides.</li> <li>• Create tutorials to help end-users use a</li> </ul>



	<p>variety of applications</p> <ul style="list-style-type: none"> <li>• Conducting thorough research on academia and industry related topics, generating ideas for new content types and proofreading articles before publication.</li> <li>• Write or edit content pieces with a clear understanding of the target audience with the right tone of voice.</li> <li>• Develop interactive, engaging and learner oriented in-depth content based on current events and analysis.</li> <li>• Ensure all-around consistency (style, fonts, images and tone)</li> </ul>
<b>Other General Skills</b>	<ul style="list-style-type: none"> <li>• Excellent written, verbal, and interpersonal communication skills</li> <li>• Conversant with office productivity tools and software packages</li> <li>• Team Player</li> <li>• Good understanding of socio economic aspects and Governance structure will be an added advantage</li> <li>• Should be able to work to deadlines and should be flexible to work on any assignment</li> </ul>
<b>Nature of Appointment</b>	Initially for 1 year on contract basis (likely to be extended based on performance and requirements).

**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 a test and/or Interview

**Venue of Test/Interview:**



The test /Interview will be conducted in the Thiruvananthapuram district only.

### **General Instructions**

1. 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
2. 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 cancelled.
3. 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 fulfil 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.
4. 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.
5. In case of any discrepancy / ambiguity in the process of selection, the decision of the University shall be final and binding.
6. **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.**
7. 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.
8. **Canvassing in any form will entail the cancellation of candidature.**



## How to Apply:

- Applications shall be submitted online latest on **31.01.2023**. The application form is available at <https://www.duk.ac.in/careers>.
- The application fee for the posts shall be Rs. 200 /- (Fee will be exempted for SC/ST/Differently-abled Candidate). The mode of payment is 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 will be summarily rejected.
- No interim queries after the submission of the application will be entertained. The candidates will be intimated about the schedule of the Test/ 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.

**Registrar**

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

