

No. KUDSIT/130/SO AD/2023

Technocity, Dated 27.02.2023

### NOTIFICATION

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

<b>Job Code</b> <b>Name of Post</b> <b>No. of Vacancies</b> <b>Remuneration</b> <b>Age</b>	: ROCFE/022023/130 : Research Officer (Community Facilitation and Engagement) : 01 : Rs 60,000 – Rs 75,000 per month(consolidated) based on qualification and experience : Should not exceed 52 Years as on the last date for submission of application
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Looking for a highly motivated and experienced person who has experience with fieldwork, research methodology, qualitative data analysis and related tools and techniques</li> <li>• Responsible for overall direction and completion of social engagement programs of the University ensuring consistency with strategy, commitment and time-oriented goals</li> <li>• Provide strategic planning for social and community outreach programs</li> <li>• Contribute to the innovation outcomes of the programs</li> <li>• Arrange for community engagement with the local contacts/peer organizations/ local self-governing institutions/government.</li> <li>• Prioritize the goals of the University programs</li> <li>• Communicate program vision and strategy in a manner clearly understandable to stakeholders involved.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure systematic collection and handling of data by adopting appropriate data collection tools and techniques</li> <li>• Anticipate schedule delays, schedule dependencies and manage them following proper management plan</li> <li>• Coordinate programs with various schools and institution's innovation council.</li> <li>• Coordinate with student teams, faculty members, staff and community contacts.</li> <li>• Execute presentations and other necessary live review sessions.</li> <li>• Maintain all project plans and ensure compliance to time-frame and collaborate with stakeholders for all implementation processes.</li> <li>• Deliver a scalable transition process to support the nascent ideas into innovations and startups.</li> <li>• Provide individual and team mentoring; ensuring high levels of team engagement and developing capabilities within the team.</li> <li>• Preparation of proposals to potential funding agencies</li> </ul>
<b>Essential Educational Qualification</b>	Doctoral degree in Social Sciences with focus on qualitative tools and techniques from a recognized University/Educational Institution
<b>Essential Experience and Skills</b>	<p>Minimum 4-year relevant experience in a reputed Organization / Institution in the following :</p> <ul style="list-style-type: none"> <li>• Experience in planning-execution -field engagement- data processing -publication-dissemination</li> <li>• Participation in socio economic projects and social science research.</li> <li>• Involvement in Community Development project.</li> <li>• Excellent oral and written communication skills</li> </ul>
<b>Nature of Appointment</b>	On contract (initially for a period of 1 year which is likely to be extended on the basis of performance/requirement).

**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 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.
- IX. Appointment from the ranked list will be made in accordance with rules of reservation prescribed in the Rules 14 to 17 of Part II of Kerala State and Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.

### How to Apply:

- I. Applications shall be submitted online latest on 15.03.2023. The application form is available at <https://www.duk.ac.in/careers>.
- II. 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.

- 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**

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

