DIGITAL UNIVERSITY KERALA
Curating a responsible digital world

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No. KUDSIT/310/SO AD/2023   Technocity, Dated 11.06.2023

NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following post by direct recruitment or on a deputation basis in 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

Job Code	RR/062023/310
Name of Post	Registrar
No. of Vacancies	01
Remuneration	Level 14 with entry pay of Rs. 1,44,200 as per 7th CPC
Age	Not exceeding 55 years as on the last date fixed for the receipt of application.
Educational Qualification	Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed from a recognized University/Educational Institution.
Essential Experience	15 years of teaching/research experience in Level 11 and above out of which atleast 3 years should be in level 13 and above in educational administration. or 10 years of teaching/research experience in Level 12 and above out of which atleast 3 years should be in level 13 and above in educational administration. or 15 years administrative experience out of which 8 years should be as Deputy Registrar or an equivalent post in academic/research establishments and/ or other institutions of higher education. or Comparable experience in academic/research establishments and/ or other institutions of higher education.

Nature of appointment	Direct recruitment or 5 years tenure post on Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 60 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.

Mode of Selection:

The selection will be based on an interview.

General Instructions

- The conditions of service and remuneration for those applicants selected for appointment on deputation shall be governed by the respective rules of deputation.

- 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.

- 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.

- 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.

- 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.

- In case any discrepancy / ambiguity in the process of selection , the decision of the University shall be final and binding.

- Consequent up on adoption of self- certification provisions the University shall process the applications entirely on the basis of theinformation /documents provided with the application . The appointment will be provisional and subject to physical verification of the documents.Applications submittedwithout 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.

- Canvassing in any form will entail cancellation of candidature.

How to Apply:

- Applications shall be submitted online latest on **30th June 2023** . The application form is available at https://www.duk.ac.in/careers.

- The application fee for the posts shall be Rs. 1000/- 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 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.