

No. KUDSIT/860/AR AD/2022

Technocity Dated: 06.07.2023

NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invite applications from qualified Indian Citizens for direct appointment to the following posts in 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, AND EXPERIENCE REQUIRED

Job Code	: HRM/072023/860
Name of Post	: H R Manager
No. of Vacancy	: 01
Remuneration	: Rs. 60,000 to 80,000 (consolidated)
Age Limit	: Shouldn't exceed 50 years as on the last date for the submission of application
Essential Educational Qualification	Post Graduate Degree in Business Administration (MBA)/Management Studies (MMS)/Personal Management (MPM) with specialization in Human Resource Management/ Development/Personal Management or equivalent Management qualification in HR / Personal Management from a recognized University/Education Institution.
Essential Experience	At least 8 (Eight) years' experience in Human Resource Development/Personal Management out of which 4 (Four) years' experience should be in a position of responsibility i.e. Administrative Officer (HR) or equivalent and above
Desirable Skill	Other Requirements <ul style="list-style-type: none"> • Strong Communication Skills • Leadership Skills • Knowledge of Employment Laws and Regulations • HR managers should be able to analyze data, identify trends, and make data-driven decisions. • HR managers should be proficient in using HR technology
	<ul style="list-style-type: none"> • Recruitment and Onboarding: Manager (Human



<p>Job Profile</p>	<p>Resource) will be responsible for developing and implementing recruitment strategies to attract top talent, including posting job vacancies, screening resumes, conducting interviews, and hiring new employees. Additionally, you will oversee the onboarding process to ensure new employees receive a thorough orientation and are integrated effectively into the organization.</p> <ul style="list-style-type: none"> • Employee Relations: Manager (Human Resource) will be responsible for maintaining positive relationships between employees and management, addressing concerns and grievances, and ensuring that all employees are treated fairly and equitably. This may involve developing and implementing policies related to employee conduct, performance management, and disciplinary actions. • Training and Development: Manager (Human Resource) will be responsible for designing and implementing employee training and development programs to enhance employee skills and knowledge and improve job performance. This may include designing training modules, conducting training sessions, and tracking employee progress. • HR Analytics: You will be responsible for analyzing HR data to identify trends, patterns, and opportunities for improvement. This may involve analyzing data related to employee turnover, absenteeism, performance, and engagement to identify areas where the organization can improve its human resources practices.
<p>Nature of appointment</p>	<p>Initially for one years and likely to be extended based on performance and requirement</p>

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 personal interview.

General Instructions

- 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.

- 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.
- Canvassing in any form will entail the cancellation of candidature.
- Consequent on the adoption of self-certification policy, the University may process the applications on the basis of the information provided in the online application. But the selection / appointment will be provisional and subject to physical verification at the time of interview or reporting for duty.
- Prescribed qualification / experience are minimum criteria and mere possession of the same, does not entitle the candidate to be called for selection process/ personal interview. The candidates will be short listed for personal interview by applying suitable criteria.

How to Apply:

- Applications shall be submitted online latest on **21.07.2023**. The application form is available at <https://www.duk.ac.in/careers>.
- The application fee shall be Rs. 500/- (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 the schedule of the 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 reserves 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.



