

No. KUDSIT/320/AR AD/2021

Technocity Dated: 07.08.2023

NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invite 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, AND EXPERIENCE REQUIRED

Job Code	: APO/082023/320
Name of Post	: Assistant Purchase Officer
No. of Vacancies	: 01 no.
Remuneration	: Rs. 35000 - 45000/- (Consolidated) based on experience
Age	: Should not exceed 40 Years as on the last date for submission of application
Essential Qualification & Experience	<p>1. Any Graduation from a recognized University/Educational Institution with at least 3 years' experience in handling Stores/Purchase matters in a Government or National Level Institution/ University/PSU/reputed R& D Centers</p> <p style="text-align: center;">AND</p> <p>2. Experience in e tendering/GeM procurement.</p>
Nature of Appointment	Initially for 1 year on contract basis.



Age Relaxation:

- I. 5 years for candidates belonging to SC/ ST and 3 years for OBC candidates
- II. In the case of Ex-serviceman or Ex-General Reserve Engineer Force persons or a disembodied Territorial Army person, in reckoning age for his eligibility for submission of application, can exclude the period of his service in the defense forces or in the General Reserve Engineer Force or in Territorial Army, as the case may be, and the period of unemployment on discharge up to a maximum of five years provided he has not completed the age of 50 years.

Mode of Selection:

- I. The selection will be based on an interview.

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.** 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. Canvassing in any form will entail the cancellation of candidature.

How to Apply:

- i. Applications shall be submitted online latest on 25.08.2023. 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.



