DIGITAL UNIVERSITY KERALA
Curating a responsible digital world

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No. KUDSIT/442/SO AD/2023   Dated: 10.10.2023

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, AND EXPERIENCE REQUIRED

Job Code	PA/102023/442
Name of Post	Project Assistant
No. of Vacancies	01 no.
Remuneration	Rs.25,000 (Consolidated)
Age	Should not exceed 40 Years as on the last date for submission of Application.
Essential Educational Qualification	Master's degree from a recognized University/Educational Institution
Essential Experience	Prior experience is not mandatory. Having basic administrative skills can be beneficial.
Desirable	• Excellent communication and interpersonal abilities. • Proficiency in MS Office (Word, Excel, PowerPoint, etc) and basic computer skills. • Strong organizational and time management skills. • Attention to detail and accuracy. • Ability to multitask and prioritize tasks. • Professional demeanor and a positive attitude. • Dependability and the ability to maintain confidentiality. • Previous office or administrative experience is a plus
	• Administrative Support: Provide administrative and clerical support to ensure efficient office operations.

Job Description	- Filing and Organization: Maintain organized and efficient filing systems for documents and records. - Data Entry: Accurately input data into computer systems. - Communication: Communicating with stakeholders and staff members. - Document Preparation: Create and edit documents, reports, and presentations using office software. - Training Assistance: Provide assistance in conducting training and certifications.
Nature of Appointment	Initially for 1 year on contract basis.

Note:

Age relaxation for submission of applications: 5 years for candidates belonging to SC/ST and 3 years for OBC candidates. Age may be further relaxed in case of candidates with exceptional experience.

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 27.10.2023. The application form is available at https://www.duk.ac.in/careers.
- 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.