

No. KUDSIT/887/DR EXAM/2023

Technocity Dated: 29.01.2024

NOTIFICATION

The Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following position on a contract basis. The qualified candidates can submit their applications online through the Recruitment Portal. All guidelines related to submission of applications are available in the recruitment portal.

DETAILS OF POST, QUALIFICATION, AND EXPERIENCE REQUIREMENTS

Job Code	:AOC/012024/887
Name of Post	: Academic Officer/Consultant
No. of Vacancies	: 01 no.
Remuneration	: Rs. 60,000 - 70,000/-(Consolidated) based on experience
Age	: The maximum age limit for this position at the time of application will be 50 years. Age relaxation will be followed as per Govt. norms
Essential Educational Qualification	Ph D or Master's degree from a recognized University/educational institution.
Essential Experience	A minimum of 10 years experience in Academic Administration in a supervisory role in a University or Academic Institution with strong standing of higher education landscape.
Desirable Skillset	<ul style="list-style-type: none"> • Demonstrated experience in curriculum development, faculty management, and quality assurance will be added advantage • Strong understanding of the higher education landscape in India and familiarity with regulatory and accreditation requirements. • Excellent leadership, communication, and interpersonal skills.
Key Responsibilities	<ol style="list-style-type: none"> 1. Assist the Dean Academics/Associate Dean and Academic Office to oversee the implementation, and review of MSc, M.Tech, MBA, PhD programs. 2. Ensure that the curriculum is up-to-date, relevant, and meets both national and international academic standards. 3. Provide assistance to implement and monitor academic policies and procedures. 4. Assist in accreditation processes and maintain compliance with regulatory bodies 5. Oversee student academic advising and support services.



	<p>6. Ensure a conducive learning environment and address any academic grievances of students</p> <p>7. Assist to implement quality assurance mechanisms to continually improve academic standards.</p> <p>8. Oversee the performance of Academic Assistants in academic office and that in the school</p>
Nature of Appointment	On contract, initially for a period of 1 year.

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 an test and/or Interview

Venue of 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 from the filled in details 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. Canvassing in any form will entail the cancellation of candidature.

VI. Qualification may be relaxed in the case of exceptionally experienced candidates .

How to Apply:

- i. Applications shall be submitted online latest on 15.02.2024. The application form is available at <https://www.duk.ac.in/careers>.
- ii. The application fee for the posts shall be Rs. 500/- (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.



I would recommend the release of this notification for the recruitment of Academic Officer/Consultant at DUK.

