

No.KUDSIT/147/SO AD/2024

March 15,2024

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 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, EXPERIENCE ETC. REQUIRED

I.

Job Code	RM/032024/147
Name of Post	Relationship Manager
No.of Vacancies	01
Remuneration	Rs. 65,000 (Consolidated)
Age	Should not exceed 40 Years as on the last date for submission of application.
Essential Educational Qualification & Experience	MBA/equivalent with a minimum 6 years of experience handling Govt, Education and Corporate clients
Job Description	Connecting with Govt, Industry, and Academia, and establishing strong partnerships that would lead to training / capacity-building opportunities for DUK; Creating technology and Business partnerships to increase the range of service capacity; converting leads /prospects to new businesses
Nature of Appointment	On contract basis for 1 Year

II.

Job Code	TO/032024/147
Name of Post	Training Officer
No.of Vacancies	02



Remuneration	Rs. 40,000 (Consolidated)
Age	Should not exceed 40 Years as on the last date for submission of application.
Essential Educational Qualification & Experience	Graduation with Min 3 years' experience of handling training, Learning, capacity building or similar areas
Job Description	Helpdesk support for participants, admission management, training program implementation, coordination with schools and centers for curriculum, training contents, attendance management, training schedule management
Nature of Appointment	On contract basis for 1 Year

III.

Job Code	TM/032024/147
Name of Post	Training Manager
No.of Vacancies	01
Remuneration	Rs. 65,000 (Consolidated)
Age	Should not exceed 40 Years as on the last date for submission of application.
Essential Educational Qualification & Experience	MBA /MSW or equivalent with a minimum 8 years' experience in the training, skilling, capacity building, L & D or similar areas
Job Description	Planning of training, EC approvals, review of training request proposals against the set standards, Training quality management, External faculty/partner coordination, Management reporting
Nature of Appointment	On contract basis for 1 Year

IV.

Job Code	CRRM/032024/147
Name of Post	Creative & PR Manager
No.of Vacancies	01
Remuneration	Rs. 75,000 (Consolidated)
Age	Should not exceed 50 Years as on the last date for submission of



	application.
Essential Educational Qualification & Experience	Graduate in Media or equivalent/Graduate with Diploma in Journalism,Media and communication with min 15 years of experience in the media/ journalism domain
Job Description	Digital, Print, and electronic media management, creation of campaign materials, Organise events, Roadshows, outreach events etc
Nature of Appointment	On contract basis for 1 Year

V.

Job Code	TA/032024/147
Name of Post	Technical Associate
No.of Vacancies	01
Remuneration	Rs. 25,000 (Consolidated)
A g e	Should not exceed 40 Years as on the last date for submission of application.
Essential Educational Qualification & Experience	Diploma (Engineering) or Degree in Computer Science/IT with 3 years of min. experience in handling Learning management software, managing a/v equipment etc
Job Description	To help manage the LMS, onboarding of students, lessons, quizzes, technical management of training center equipment, a/v setups and management etc
Nature of Appointment	On contract basis for 1 Year

VI.

Job Code	TI/032024/147
Name of Post	Training Intern
No.of Vacancies	02
Remuneration	Rs. 10,000 (Consolidated)
A g e	Should not exceed 40 Years as on the last date for submission of application.
Essential Educational Qualification &	Graduating or less than one year after graduation; Any additional industry certification in technology, management or



Experience	domain will be an added advantage
Job Description	Support Relationship, Operations, Content, and Technology teams in fulfilling their obligations - 1 Year
Nature of Appointment	On contract basis for 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 a test and/or Interview

Venue of Test/Interview:

The test /Interview will be conducted in Thiruvananthapuram district only.

General Instructions

1. A scanned copy of the documents to prove age, qualifications, experience, etc. should be uploaded along with the 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 canceled.
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 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 canceled. If suppression of material facts or furnishing of any incorrect/false information is detected even after the 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 upon adoption of self-certification provisions, the University shall process the applications entirely based on 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:

1. Applications shall be submitted online latest on 27.03.2024. The application form is available at <https://www.duk.ac.in/careers>.
2. 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.
3. The applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.
4. 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.
5. The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.
6. 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.



