

No. KUDSIT/215/FACULTY15/2024

Technocity Dated: 05.07.2024

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	POSE/072024/215
Name of Post	Project Officer-Social Engagement
No. of Vacancies	01 No.
Remuneration	Rs. 50,000 - 60,000/-(Consolidated) based on experience
Age	Should not exceed 40 Years as on the last date for submission of application
Essential Educational Qualification	Master's degree in Social Sciences/Social Work/Social Innovation/Development Policy/Development Studies/Sustainable Livelihoods/Rural Development/Social Entrepreneurship/ from a recognized University/Educational Institution
Essential Experience	<p>Minimum eight years of relevant experience in a reputed organization/ Institution in the following:</p> <ul style="list-style-type: none"> • Community development/field study related activities in Social Science/Social work/Development/Social Innovation/Social Entrepreneurship/
	<ul style="list-style-type: none"> • Looking for a highly motivated and experienced person who has experience with fieldwork, community development, research studies, qualitative data analysis and related tools and techniques • Responsible for overall direction and completion of social engagement programs of the University ensuring consistency with University's strategy, commitment and time-oriented goals



Job Description	<ul style="list-style-type: none"> • Ensure systematic collection and handling of data by adopting appropriate data collection tools and techniques • Prepare plans and execute projects for social and community outreach programs • Arrange for social engagement with the local contacts/peer organizations/ local self-governing institutions/government. • Guide students and coordinate with faculty members, staff and community contacts. • Execute presentations and other necessary sessions to stakeholders. • Maintain project plans and ensure compliance to time-frame and collaborate with stakeholders for all implementation processes. • Preparation of proposals to potential funding agencies 	
Desirable	<ul style="list-style-type: none"> • Published study reports/ research article • Prepared proposals for funding • Excellent oral and written communication skills 	Age
Nature of Appointment	On contract (initially for a period of 1 year which is likely to be extended on the basis of performance / requirement.)	

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 19.07.2024. The application form is available at <https://www.duk.ac.in/careers>.
- ii. The application fee for the posts shall be Rs. 300/- (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.

