

No.KUDSIT/487/AD A IV/2025

Dated: 20.08.2025

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	CA/82025/487
Name of Post	Confidential Assistant
No. of Vacancies	Two
Remuneration	Rs.30,000/- consolidated per month.
Age	Should not exceed 50 years as of the last date for submission of application.
Essential Educational Qualification	Graduation in any discipline and Diploma in computer applications
Essential Expertise	Expertise in data entry
Desirable Skillset	<ul style="list-style-type: none"> • Good written and verbal communication skills. • Proficiency in MS Word, Excel, PowerPoint, and letter drafting.
Nature of Appointment	Initially for a period of one year, extendable based on performance and requirement.



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 written test and/or Interview

Venue of Test/Interview

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

Job Location

For all posts will be at Thiruvananthapuram.

General Instructions

1. Scanned copy of the documents to prove age, qualifications, expertise, 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 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 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 any discrepancy/ ambiguity in the process of selection, the decision of the University shall be final and binding.
6. Canvassing in any form will entail the cancellation of candidature.

How to Apply:

1. Applications shall be submitted online latest on 03.09.2025. The application form is available at <https://www.duk.ac.in/careers>.



2. 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.
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 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.

