

No. KUDSIT/816/FACULTY15/2023
01.01.2024

Technocity, Dated

NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invites applications from qualified Indian Citizens for appointment to the following posts (on a contract basis) for the Social Engagement Centre. The Social Engagement Centre (SEC), Digital University Kerala, works towards fostering responsible use of digital technologies, community development and social engagement of the students. The SEC focuses on various social issues and strives to impact society positively through outreach programs, development projects, and awareness campaigns.

Candidates shall apply online through the Recruitment Portal. The guidelines for submission of applications are available in the recruitment portal.

DETAILS OF POST, QUALIFICATION, EXPERIENCE ETC. REQUIRE

Job Code	PI/012024/816
Name of Post	Project Intern (on contract)
Name of Laboratory	Social Engagement Centre
No. of Vacancies	04
Remuneration	Rs 10,000 per month consolidated
Age	Should not exceed 35 years as on the last date for submission of application
Essential Educational Qualification	Master's degree in Social Science/Humanities/Social work from a recognized Institution/University
Job Description	<ul style="list-style-type: none"> • Assist in organizing students for the University's community engagement programmes. • Contribute to the planning and execution of university events and initiatives. • Participate in data collection, analysis, and report writing for various projects. • Any other tasks assigned by the Social Engagement Centre



Desirable Experience & Skillset	<ul style="list-style-type: none"> • Experience in working with communities, at least while pursuing the postgraduate program • Strong written and verbal communication skills in Malayalam and English • Self-driven and motivated. • Good interpersonal skills • Ability to work in teams • Familiarity with Office software applications.
Nature of Appointment	On contract (initially for a period of 1 year, which is likely to be extended on the basis of performance / 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 on the basis of Objective Test/Descriptive Test and/ or interview conducted by the University
- The final selection will be on the basis of the decision of the Interview Board.

General Instructions

- Documents in original to prove age, qualifications, Community, Non-Creamy Layer status, economically weaker section status etc. should be produced as and when called for, failure of which will entail cancellation of candidature. Candidates who belong to differently abled categories and claim age relaxation will have to produce a certificate from the medical board as per G.O (P) No.39/2012/SWD dated 30/06/2012 as and when called for.
- Candidates, who are in the service of the Government of India or any of the State Governments, etc. while applying, should obtain 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.
- 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. 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.
- Applications not submitted in accordance with 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.



- Canvassing in any form will entail cancellation of candidature.

How to Apply:

- Applications shall be submitted online latest on 12.01.2024. The application form is available at <https://www.duk.ac.in/careers>.
- The applications received after the last date fixed or the applications which are incomplete or the applications without filling the relevant field will be summarily rejected.
- No interim queries after the submission of application will be entertained. The candidates will be intimated the schedule of 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.

