



No. KUDSIT/Ad/04/2021/Advt

22/02/2021

REQUIRES

Kerala University of Digital Sciences, Innovation and Technology (Digital University of Kerala) was established in 2020 by the Government of Kerala by upgrading the Indian Institute of Information Technology and Management, Kerala. It is a non-affiliating research and post graduate teaching University in the State of Kerala to facilitate and promote studies, research, incubation and extension work in Digital Technologies and its application domains in Science, Engineering and Humanities. It is the first Digital University in the state.

Kerala University of Digital Sciences, Innovation and Technology invites applications from suitable candidates for the following posts at University. The appointment will be initially for a period of one year and will be extended based on the performance.

<p style="text-align: center;">Assistant (5 posts)</p> <p>Job Code: ASST/022021/04</p>	<p><u>Qualification & Experience:</u></p> <ol style="list-style-type: none">1. Graduate in any discipline with 3-5 years' relevant office clerical experience/Administrative matter in National level academic Institutions/Universities.2. Good Written Knowledge in English and Oral Communication skills.3. Excellent Knowledge in Microsoft Office (EXCEL/WORD/PPT) <p><u>Remuneration:</u> Rs. 25,000/- per month depending on the qualifications and relevant experience (consolidated).</p> <p><u>Age Limit:</u> 36 yrs. as on date of notification.</p>
<p style="text-align: center;">Assistant Manager (Business Development) (1 post)</p> <p>Job Code: AMBD/022021/04</p>	<p><u>Qualification & Experience:</u></p> <ul style="list-style-type: none">• MBA with minimum 60% marks and having three years of experience in sales and marketing. <p style="text-align: center;">Or</p> <ul style="list-style-type: none">• Engineers with minimum 60% marks in Graduate and having 10 years of technology sales experience are also eligible to apply <p><u>Remuneration:</u> Rs. 60,000/- per month depending on the qualifications and relevant experience (consolidated).</p> <p><u>Age Limit:</u> 40 yrs. as on date of notification.</p>



How to Apply:

Applications shall be submitted **on-line before 4pm latest by 12th March, 2021**. The application can be had from www.iiitmk.ac.in/careers. Applications received thereafter shall not be entertained. The candidates must bring all original certificates/testimonials at the time of interview. The date and time of the interview will be intimated on mobile/email. The candidates are, therefore, advised to check their email regularly after the last date of receipt of application.

OTHER TERMS & CONDITIONS

1. The full-time contract appointment will be initially for a period of one year and will be extended based on the performance
2. The candidate must ensure that he/she possesses the required qualifications and experience for the post
3. If the documents submitted by any candidate are found incorrect/false at the time of the interview, his/her candidature will stand cancelled. If any shortcomings are detected after appointment, his/her services are liable to be terminated.
4. KUDSIT has the right to reject the candidature of any candidate at any stage and the decision of KUDSIT will be final.
5. KUDSIT has the right to reject the entire selection/advertisement procedure at any stage and the decision of KUDSIT shall be final in this regard.
6. No TA/DA shall be provided to the shortlisted candidates.

Sd/-

Registrar