DIGITAL UNIVERSITY KERALA

Curating a responsible digital world

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No.KUDSIT/147/SO AD/2024   March 15,2024

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 School of Digital Sciences. 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. REQUIRED

I.

Job Code	PM/032024/131
Name of Post	Program Manager
Name of Proect	Mozilla Responsible Computing Challenge India
No.of Vacancies	01
Remuneration	Rs. 25,000 to 31,000 pm (Consolidated)
Age	Should not exceed 30 Years as on the last date for submission of application.
Essential Educational Qualification	Any Graduation with a minimum of 60% marks
Essential Experience	• Proven managerial experience of at least one year in implementing innovation/outreach programs in a government or corporate organization. • Thorough understanding of project/program management techniques and methods
Job Responsibilities	• Formulate, organize, and monitor the overall project progress • Decide on suitable strategies and objectives to ensure smooth implementation of the project • Lead and evaluate community managers and other staff in the project • Assume responsibility for the program's people and vendors • Prepare reports and other documentation for the

	• funding agencies
Desirable Qualification	• Master of Business Administration • Exposure to implementing projects funded by national or international agencies
Desirable Skills	• Excellent leadership and organizational skills • Experience in conducting outreach and community engagement activities related to opensource projects
Nature of Appointment	On contract for one year, which may be extended for another year based on the project's continuity

II.

Job Code	COM/032024/131
Name of Post	Community & Outreach Manager
Name of Proect	Mozilla Responsible Computing Challenge India
No.of Vacancies	01
Remuneration	Rs. 20,000 to 25,000 pm (Consolidated)
Age	Should not exceed 30 Years as on the last date for submission of application.
Essential Educational Qualification	Any Graduation with a minimum of 60% marks
Essential Experience	Minimum one year of proven experience conducting outreach/community engagement activities related to open-source projects.
Job Responsibilities	• Formulate and organize outreach programs related to responsible and ethical computing areas, such as workshops, symposiums, conferences, etc. • Coordinate with the program manager on implementing community engagement and outreach activities. • Preparing and submitting reports on the progress of outreach programs to the program manager. • Preparing budgets for the programs and also evaluating the outcomes post-outreach activities.
Nature of Appointment	On contract for one year, which may be extended for another year based on the project's continuity

III.

Job Code	RCFI/032024/131
Name of Post	Responsible Computing Fellow - Intern
Name of Proect	Mozilla Responsible Computing Challenge India

No.of Vacancies	01
Remuneration	Rs. 15,000 pm
Age	Should not exceed 30 Years as on the last date for submission of application.
Essential Educational Qualification	Any Graduation with a minimum of 60% marks
Desirable Skills	Provable Experience in organizing at least one outreach/community engagement event
Job Responsibilities	- Working closely with the community and outreach manager to conduct outreach and community engagement activities successfully. - Contacting educational institutions and other organizations to organize events. - Prepare reports and other documentation for the funding agencies. - Field visits and data collection related to program implementation.
Nature of Appointment	On contract for one year, which may be extended for another year based on the project's continuity

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 applications received after the last date fixed or the incomplete applications or the applications without filling the relevant field will be summarily rejected.
3. 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.
4. The candidates are advised to check their registered e-mails regularly after the last date fixed for the submission of the application.
5. 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.