

No. KUDSIT/ 858/ AR AD/2022

Technocity Dated:15.12.2022

### NOTIFICATION

Kerala University of Digital Sciences, Innovation and Technology invite applications from qualified Indian Citizens for appointment **on short term contract or on deputation** to the following post in this University. Candidates shall apply online through the Recruitment Portal. The guidelines for the submission of applications are available in the recruitment portal.

#### DETAILS OF POST, QUALIFICATION, AND EXPERIENCE REQUIRED

<b>Job Code</b>	<b>CFO122022/858</b>
<b>Name of Post</b>	<b>Chief Finance Officer</b>
<b>No. of Vacancies</b>	<b>01</b>
<b>Remuneration</b>	<b>Consolidated pay of Rs 1,20,000/month</b>
<b>Age</b>	<b>Not less than 35 years and not more than 50 years as on 01.01.2023.</b>
<b>Essential Educational Qualification</b>	1. An Associate member/ Fellow of the Institute of Chartered Accountants of India/ Institute of Cost & Works Accountants of India (ICWAI) OR 1. A first or second class University Degree. and 2. An MBA/M.Com Degree with Financial Management as specialization from a recognized University
<b>Essential Experience</b>	Essential 8 years experience in a University/ Government/ Public Sector Undertaking in financial and accounts matters of which at least 4 years shall be in a supervising capacity in the area of Finance and Accounts.
<b>Desirable</b>	Experience in Computerized Accounting
<b>Nature</b>	Initially for 1 year and extendable based on performance

#### Age Relaxation for submission of application:

I. 5 years for candidates belonging to SC/ ST and 3 years for OBC candidates.



## Mode of Selection:

- I. The selection will be based on an interview.

## 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.**

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 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.

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. Consequent on the adoption of self-certification policy, the University may process the applications on the basis of the information provided in the online application. But the selection / appointment will be provisional and subject to physical verification at the time of interview or reporting for duty.

VII. Candidates presently working in analogous posts in a University, Government, Quasi Govt. Institutions are eligible to apply. **Their conditions of service shall be governed by the rules of deputation.**

VIII. University reserves the right to offer the post to the candidates serving in higher or lower post also.

IX All other matters will be governed by the service rules of the University

## How to Apply:

i. Applications shall be submitted online latest on 14.01.2023. The application form is available at <https://www.duk.ac.in/careers>.

ii. The application fee shall be Rs. 500/- (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 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 reserves 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**

