DIGITAL UNIVERSITY KERALA
Curating a responsible digital world

Kerala University of Digital Sciences,
Innovation and Technology (Digital University)
Technocity Campus, Mangalapuram, Thonnakkal PO,
Thiruvananthapuram, Kerala - 695 317

Tel : +91- 471- 2788000
Email : info@duk.ac.in
www.duk.ac.in

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No. KUDSIT/887/DR EXAM/2023 Dated: 29.10.2026

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	AC/102026/887
Name of Post	Academic Consultant
No. of Vacancies	One
Remuneration	Hourly rate of Rs. 500/hr limited to maximum of Rs. 75,000/- per month
Age	The maximum age limit for this position at the time of application will be 62 years.
Essential Educational Qualification	Master's degree from a recognized university.
Essential Experience	**Academic Administration Experience:** A minimum of 10 years of demonstrable, full-time experience in a academic administration (excluding teaching/faculty experience) for a national/state university/institute. The candidate must have substantial and independently verifiable experience, implementing, administering, and monitoring academic programmes under a formal credit-based academic framework at the Graduate/Postgraduate and Ph.D. levels. Teaching experience shall not be counted towards the stipulated 10 years of academic-administration experience. Association with academic administration by virtue of being a faculty member, participation in committees, or occasional administrative assignments shall not be considered equivalent to full-time academic-administration experience.

	The candidate must provide documentary evidence clearly establishing the duration, nature, designation, and scope of academic-administrative responsibilities, including specific evidence of experience in administering credit-based graduate/Postgraduate and Ph.D. academic programmes.
Key Responsibilities	• Assist the Dean Academics/Associate Dean and Academic Office to oversee the implementation, and review of MSc, M.Tech, MBA, PhD programs. • Ensure that the curriculum is up-to-date, relevant, and meets both national and international academic standards. • Provide assistance to implement and monitor academic policies and procedures. • Assist in accreditation processes and maintain compliance with regulatory bodies • Oversee student academic advising and support services. • Ensure a conducive learning environment and address any academic grievances of students • Assist in implementing quality assurance mechanisms to continually improve academic standards. • Oversee the performance of academic assistants in the academic office and that in the school.
Nature of Appointment	On contract, initially for a period of one year. However, the term may be extended further based on the performance and requirements.

Mode of Selection:

The selection will be based on an test and/or Interview

Venue of 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 are 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. Incomplete applications or applications without filling the relevant fields will be summarily rejected.
3. 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

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produce the No Objection Certificate as and when called for, his/her candidature will stand canceled.

4. 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 from the filled in details 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.
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.
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.

How to Apply:

1. Applications shall be submitted online latest on **15.11.2026**. The application form is available at **https://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 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.

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