Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/001/2022   May06, 2022

Recruitment Notification

The **Centre for Management Development** (**CMD**), an autonomous institution under the Department of Industries and Commerce, Government of Kerala invites application from qualified and competent candidates for the posts of **Business Analyst, Commercial Co-ordinator, Executive – Secretarial & Compliance, Executive – HR & Administration, Executive – IT and Front Office Executiveon Contract basis** for a period of **One Year (extendable based on performance)**. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to **aocmdtvpm@gmail.com (applicants should clearly mention the post applied for in the email matter)**. The details are given below. The last date for receiving email application along with CV is **May 20, 2022 (05.00 P.M.)**.

> *The **Centre for Management Development** is a leading, self-supporting autonomous institution, under the Department of Industries and Commerce, Government of Kerala, which provides research, consulting and training support to the Development Agencies, Corporate Sector and the Government. Established in 1979 with the objective of providing capacity development support to the Public Sector Undertakings (PSUs) in Kerala, it is sponsored by the Government of Kerala as an independent, professional and registered society.*

DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below:

Sl. No.	Post	Monthly Consolidated Pay	Qualification	Experience	Upper Age Limit
1.	Business Analyst *(Number of vacancy: 01)*	Rs.25,000/-	MBA (Finance)/Masters in Economics from a reputed Institution	Minimum three years of experience in Financial Management area. The Candidate should have: - Proficiency in various project management tools -Proficiency in Project/Data Analysis -Excellent IT skills and -Proficiency in Project Management Tools like MS Project	30
2.	Commercial Co-ordinator *(Number of vacancy: 01)*	Rs.25,000/-	MBA (Operations) from a reputed Institution/Intermediate of CA/CMA	Minimum three years of experience in Project Management activities. The Candidate should have: - Proficiency in managing various stakeholders -Proficiency in Project/Data	30

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				Analysis -Excellent IT skills and - Proficiency in Computerised Accounting Packages/Tally -Excellent communication and interpersonal skills	
3.	Executive – Secretarial & Compliance *(Number of vacancy: 01)*	Rs.20,000/-	Graduation with CS Intermediate	Should have completed training from a reputed organisation (Minimum three years of experience)	30
4.	Executive – HR and Administration *(Number of vacancy: 01)*	Rs.20,000/-	MBA (HR)/LLB from a reputed Institution	Minimum three years of experience in HR and Administrative/Establishment matters. The Candidate should have: - Excellent Proficiency in Oral and Written Communication in English and Malayalam -Experience in handling PF and other statutory matters and -Excellent IT skills - Excellent communication and interpersonal skills	30
5.	Executive – IT *(Number of vacancy: 01)*	Rs.20,000/-	B Tech in Computer Science/IT or MCA or M Sc. Computer Science from a reputed Institution	Minimum three years of experience in website development and maintenance The candidate should have: -Good programming skills and in-depth knowledge of HTML and CSS -Acquaintance with PHP, javascript, and Photoshop -Adequate knowledge of relational DBMS, Object-oriented programming, and web application development -Basic Knowledge of Search Engine Optimization Process	30
6.	Front Office Executive *(Number of vacancy: 01)*	Rs.18,000/-	Graduation from a recognised University with Computer	Minimum three years of experience in front office management. Candidate should have:	30

Sl. No.	Post	Monthly Consolidated Pay	Qualification	Experience	Upper Age Limit
			proficiency	-Excellent communication skill in English and Malayalam -Experience in managing various clients/stakeholders	

General Instructions

- *Period of Contract will be for one year (extendable based on performance).*
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- Applicants should clearly mention the POST applied for in the mail subject and mail matter.
- CMD is not responsible for any discrepancy in submitting the application and CV through email.
- Incomplete/incorrect email application and applications without detailed CV will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the on-line application form do no tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- CMD reserves the right to fill or not fill the post advertised.
- Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. CMD may send intimation to download call letters for Proficiency Test/Interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- Copies of Appointment letters, Salary Certificates, pay slip, etc. will not be accepted in lieu of work experience certificate.

Sd/-
Administrative Officer