



CENTRE FOR MANAGEMENT DEVELOPMENT

(An autonomous institution under Government of Kerala)

CMD/C3Y/03/REC/22

21/06/2022

NOTIFICATION

Applications are invited from qualified and experienced candidates for appointment on contract basis for Technical Support Service for a PSU engaged in public works for Government of Kerala. Interested candidates may apply via **ONLINE** mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net). The online application submission link will open on **21/06/2022 (10.00 am)**. The last date for submitting the online application will be **30/06/2022 (05.00 pm)**.

Sl. No.	Designation	Roles & Responsibilities	No. of Vacancies	Qualification, Experience & Remuneration
1.	Project Co-ordinator (Structural)	Shall be a dynamic engineer who is conversant with relevant IS codes, Structural analysis & design softwares like STAAD, e-Tab etc. and who can perform the tasks related to co-ordination of various GFC Drawings, co-ordination with Structural Consultants & Client representatives.	1 No. (The number of vacancies are likely to increase based on requirement).	M.Tech in Structural Engineering or equivalent qualification with at least 7 years experience in Structural domain preferably in a Govt./KIIFB accredited Consultancy firm/PMC/SPV, qualified as implementing agency for Govt./KIIFB projects OR from reputed Structural design firms in India. Regarding experience, Post Qualification Work Experience of the candidate until 30/06/2022 will be considered - however internship work experience in firms engaged in structural design domain during M.Tech will also be counted for the total work experience . Term of Appointment: 3 years or up to completion of the KIIFB projects at hand, extendable based on requirement.

Sl. No.	Designation	Roles & Responsibilities	No. of Vacancies	Qualification, Experience & Remuneration
				<p>Pay: All inclusive consolidated pay of Rs.80,000/- per month with a provision for annual hike of upto 8%, based on performance. TA, DA extra as per rules for out of station official journeys.</p> <p>Age: Preferred upper age limit of 45 years as on 30/06/2022. (The post will be based out of Thiruvananthapuram - but may have to visit various project sites).</p> <p>Note: Candidates with required qualification and more than 6 years of experience can also apply for the post but will be considered on a lesser remuneration to be fixed in proportion to the experience.</p>
2.	Project Engineer (Structural)	Shall be a dynamic engineer who is conversant with relevant IS codes, Structural analysis & design softwares like STAAD, e-Tab etc and who can perform the tasks related to co-ordination of various GFC Drawings, co-ordination with Structural Consultants & Client representatives.	1 No. (The number of vacancies are likely to increase based on requirement).	<p>M.Tech in Structural Engineering or equivalent qualification with at least 5 years experience in Structural domain preferably in a Govt./KIIFB accredited Consultancy firm/PMC/SPV, qualified as implementing agency for Govt./KIIFB projects OR from reputed Structural design firms in India. Regarding experience, Post Qualification Work Experience of the candidate until 30/06/2022 will be considered - however internship work experience in firms engaged in structural design domain during M.Tech will also be counted for the total work experience .</p> <p>Term of Appointment: 3 years or up to completion of the KIIFB projects at hand, extendable based on requirement.</p> <p>Pay: All inclusive consolidated pay of Rs.65,000/- per month with a provision for annual hike of upto 8%, based on performance. TA, DA extra as per rules for out of station official journeys.</p> <p>Age: Preferred upper age limit of 40 years as on 30/06/2022. (The post will be based out of Thiruvananthapuram - but may have to travel to various project sites).</p>

Sl. No.	Designation	Roles & Responsibilities	No. of Vacancies	Qualification, Experience & Remuneration
				<p>Note: Candidates with required qualification and more than 4 years of experience can also apply for the post but will be considered on a lesser remuneration to be fixed in proportion to the experience.</p>
3.	Project Engineer (Civil)	Shall be a dynamic engineer who can perform the tasks related to various KIIFB/Govt. projects pertaining to Co-ordination between Construction teams and Design teams including that of Structural, MEP, Bio-Medical and co-ordination of GFC Drawings.	1 No.	<p>B.Tech in Civil Engineering or equivalent qualification with at least 5 years experience preferably in a Govt./KIIFB accredited Consultancy firm/PMC/SPV, qualified as implementing agency for Govt./KIIFB projects out of which atleast 3 years related experience in Co-ordination between Construction teams and Design teams including that of Structural, MEP, Bio-Medical and co-ordination of GFC Drawings. Post Qualification Work Experience of the candidate until 30/06/2022 will be considered.</p> <p>Term of Appointment: 3 years or up to completion of the KIIFB projects at hand, extendable based on requirement.</p> <p>Pay: All inclusive consolidated pay of Rs.65,000/- per month with a provision for annual hike of upto 8%, based on performance. TA, DA extra as per rules for out of station official journeys.</p> <p>Age: Preferred upper age limit of 40 years as on 30/06/2022. (The post will be based out of Thiruvananthapuram - but may have to travel to various project sites).</p> <p>Note: Candidates with required qualification and more than 4 years of experience can also apply for the post but will be considered on a lesser remuneration to be fixed in proportion to the experience.</p>
4.	Data Entry & Reprographics - Cum Office Assistant	The incumbent shall be a dynamic person with the zest to perform multiple roles including data entry, reprographics & comb binding, Art work Designing using Photoshop	1 No.	<ol style="list-style-type: none"> 1. Pass in Plus Two or equivalent qualification. 2. Exposure to Microsoft office including Word, Excel, preferably with Diploma in Computer Applications (DCA)/ Pass in 6 months Data Entry Operator Course.

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		etc. apart from the major role of Office Assistant, to have to perform physical carrying of files, up keep of front office etc.		<p>3. Preference will be given to those candidates who have expertise in design software like Photo Shop and /or experience in front office management, preferably in a Govt. Agency.</p> <p>4. Only Post Qualification Work Experience of the candidate until 30/06/2022 will be considered.</p> <p>Term of Appointment: Initially for a period of 1 year and extendable based on requirement.</p> <p>Pay: All inclusive consolidated pay of Rs.20,000/- per month with a provision for annual hike of upto 8%, based on performance. TA, DA extra as per rules for out of station official journeys.</p> <p>Age: Preferred upper age limit of 35 years as on 30/06/2022. (The post will be generally based out of Thiruvananthapuram).</p>
5.	Driver cum Office Assistant	<p>The incumbent shall be an experienced driver and will have to attend to daily trips including long distance trips along with proper upkeep of the Official vehicle and also perform as office assistant in the spare time.</p> <p>The appointment will be from an empanelled list based on vacancy and requirement.</p>	1 No.	<p>1. Pass in S.S.L.C or equivalent qualification with at least 7 years Driving experience. Preference will be given to those candidates who have driving experience in Govt. Departments /or in Public Sector Enterprises of Govt. of Kerala, based on documentary proof.</p> <p>2. i). Must possess valid Driving License to drive Light Motor Vehicle. ii). Proficiency in Driving Light Motor Vehicles which is to be proved by a Practical Test during the course of selection.</p> <p>3. Only Post Qualification Work Experience of the candidate until 30/06/2022 will be considered.</p> <p>Term of Appointment: Initially for a period of 1 year and extendable based on requirement and performance.</p> <p>Pay: Payment will be reckoned on a daily basis as per G.O.(Rt.) No: 29/2021/FIN dated 11.02.2021 with the current rate of Rs.730/- for days present on duty, with a max. monthly payment of Rs.19,710/- based on attendance statement given by the client organisation. These rates are</p>

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				<p>subject to revisions as per revision in orders of Government from time to time. There will not be any extra payment for duty during out of office hours- however, extra for night halt as per rules will be given.</p> <p>Age: Preferred upper age limit of 45 years as on 30/06/2022. (The post will be based out of Thiruvananthapuram - but will have to attend to long distance trips frequently).</p>

Instruction / Information to Candidates:

1. Admittance to various stages of the recruitment will be provisional only and will not confer any claim unless various other conditions of selection processes are satisfied. Detailed scrutiny of the applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of the candidature.
2. Canvassing in any form will lead to disqualification.
3. **Post Qualification Work Experience of the candidate until 30/06/2022 will be considered unless specified otherwise.**
4. The number of vacancies advertised are tentative and more postings may be made from an empanelled list based on requirement.
5. CMD/ Client PSU reserves the right to shortlist the number of candidates for test/group discussion/interview, as the case may be for the posts, based on the qualification and experience mentioned in the notification.
6. If the number of candidates are more a written test will be conducted for shortlisting the candidates for interview.
7. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
8. CMD/ Client PSU is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc shall not be entertained.
9. Candidates must upload their qualification certificates (SSLC, PLUS TWO, and DEGREE/DIPLOMA) and experience certificates while applying. If the candidate is not able to submit the experience certificate at the time of submitting the application, they need to upload an affidavit stating the number of years of experience and details of projects attended along with the copy of ID card and employee number of the current employment. Such candidates have to produce the original experience certificate at the time of joining.

10. Applications without the necessary documents attached will be summarily rejected.
11. **Candidates will have to upload their passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 5mb size.**
12. The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant **Government Order** to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
13. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
14. CMD/ Client PSU reserves the right to review the contract on completion of 11 months, based on requirement/performance.
15. CMD/ Client PSU reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

**Sd/-
Authorized Signatory**