



# Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/010/2022

December 05, 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 **Documentation Executive** and **Business Development Executive** on contract basis. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to [hr@kcmd.in](mailto:hr@kcmd.in) (**applicants should clearly mention the post and post code applied for in the email matter**). The details are given below. The last date for receiving email application along with CV is **December 18, 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	Qualification	Requirements	Upper Age Limit (as on 01-12-2022)	Monthly consolidated Salary Range# (in Rs.)
1.	<b>Documentation Executive</b>  (Post Code: C/19/22)  (Vacancy: 01)	MCJ from a reputed Institute or Graduation with Post-Graduate Diploma in Journalism and Mass Communication or Post-Graduation with Diploma in Mass Communication/Journalism (Full Time Regular)	Minimum two years of experience in print/digital media in developing content or documentation activities of Projects/Programmes etc.  Candidates should have:  - Excellent oral and Written Communication skills in English and Malayalam - Proficiency in written and digital documentation of various activities - Expertise in content development - Outstanding organizational skills - Multitasking ability - Attention to detail - Ensuring documentation integrity	40	25,000-30,000
2.	<b>Business Development Executive</b>  (Post Code: C/20/22)  (Vacancy: 01)	Post-Graduation in Business Administration or Economics or Business Economics (Full Time Regular)	Minimum two years of experience in Business Development Activities in a reputed Organization  Candidates should have:  - Excellent oral and written communication skills in English - Outstanding interpersonal and mediation skills - Skill in project proposal	40	30,000-35,000

Sl. No.	Post	Qualification	Requirements	Upper Age Limit (as on 01-12-2022)	Monthly consolidated Salary Range# (in Rs.)
			preparation including financial analysis - Resourcefulness with outstanding research skills - Excellent leadership and delegation skills - Ability to build and train team - Good networking skills - Ability to maintain fruitful relationships with clients and address their needs effectively - Ability to foster collaborative engagements with multiple stakeholders		

# shall be fixed based on qualification and relevant experience of the Candidate

*Note: Selection committee shall have the right to provide relaxation on qualification or age against experience*

**Nature of Appointment** - On Contract Basis for a period of one year, which can be extended up to three years based on performance.

#### **General Instructions**

- 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.
- 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/-  
Director**