



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC  
COUNCIL (K-DISC)**

*(An advisory body constituted by the Government of Kerala)*



**CENTRE FOR MANAGEMENT DEVELOPMENT (CMD)**

*(An autonomous institution sponsored by the Government of Kerala)*

**NOTIFICATION**

**No. KKEM/01/2023**

**July 05, 2023**

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. K-DISC invites applications from qualified and competent candidates to the post of **Talent Curation Executive (TCE) at Kerala Knowledge Economy Mission (KKEM) of K-DISC**. The desirous eligible candidates may apply through the **Digital Workforce Management Systems (DWMS) portal of K-DISC (<http://knowledgession.kerala.gov.in/>) or email the detailed Curriculum vitae including all the relevant details to ([kdiscrecruitment2023@gmail.com](mailto:kdiscrecruitment2023@gmail.com))**. The applications will be received from **05.07.2023 onwards**. The last date of receiving the application is **18.07.2023 (5:00 pm)**.

**Kerala Knowledge Economy Mission:**

The Kerala Knowledge-Economy Mission (KKEM) aims to provide employment to educated people and support knowledge workers under a single programme. The scheme will cover returnees who have lost their jobs abroad, those who have completed their studies here and have not been able to find employment. This scheme intends to provide skill around 20 lakh persons in the next 5 years by promoting innovative ideas, coordinate knowledge initiatives and equip young people with updated skills.

**Job Description:**

Talent Curation Executives are responsible for sourcing, curating and developing talents in Higher Education Institutions for various roles published by knowledge Industries. The ideal candidate will have an excellent communication and organisational skills, an interest in Training and Development, proficiency in talent acquisition and ability to device sourcing strategies for potential talents. This role requires excellent interpersonal skills for working closely with placement co-ordinators and Industries.

The details regarding the number of vacancies, qualification and other requirements are given below: -

<b>Sl. No.</b>	<b>Position</b>	<b>Responsibilities</b>	<b>Skills and Experiences</b>	<b>Qualification</b>	<b>Max. Age Limit as on 01.07.2023</b>	<b>Salary range in Rs.</b>
1.	<p><b>Talent Curation Executive</b></p> <p><b>Vacancy: 30</b></p> <p><b>Locations: all districts</b></p> <p><b>Tenure: minimum 11 months</b></p>	<ol style="list-style-type: none"> <li>1. Incharge of a Cluster of institutions.</li> <li>2. Coordination of institutional level activities from orientation to placement.</li> <li>3. Provide guidance to students to develop a digital profile</li> <li>4. Organise and Impart Training programmes to boost employability</li> <li>5. Co-ordinate with placement officers to identify the aspirations of students</li> <li>6. Provide information related to DWMS services to students</li> <li>7. Curate students for various job roles published in DWMS</li> <li>8. Build a strong talent pipeline in the selected colleges for various career verticals in Knowledge Sectors.</li> <li>9. Develop students' skills through appropriate training in soft skills and digital skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Must be self-motivated and have the ability to multitask and work unsupervised.</li> <li>2. Must have strong communication skills and exhibit "people-friendly" qualities that include an outgoing, friendly, and empathetic character.</li> </ol>	<p>MBA/ MSW Or Bachelor's Degree with three years' experience in training.</p>	22 - 45 years	Rs. 30,000 + Rs. 5,000 (TA)

## **General Conditions and Instructions to Applicants**

- ↳ The applicants are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature is liable to be rejected
- ↳ The qualification stipulated for the posts must be from a recognised University/ Institute
- ↳ KKEM reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, KKEM reserves the right to restrict/alter/cancel/modify the recruitment process, if the need so arises, without notice or assigning any reason thereof
- ↳ Shortlisted candidates will have to produce the original of their credentials at a prescribed stage in the selection process
- ↳ Selection will be on the basis of technical presentation, group discussion and interview.
- ↳ All communications will be through Online/E-mail/SMS. Therefore, candidates should have a valid email id and mobile number. Candidates are advised to browse DWMS portal and CMD website regularly for updates/notices and announcements
- ↳ Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate and no further correspondence shall be entertained after disqualification
- ↳ The application must be submitted on or before 5.00 pm on 18.07.2023

**Sd/-  
Authorised Signatory**