



KERALA SOLID WASTE MANAGEMENT PROJECT (KSWMP)

Department of Local Self Government, Government of Kerala

No.CMD/KSWMP/02/2024

13.03.2024

NOTIFICATION

The Kerala Solid Waste Management Project (KSWMP) under Department of Local Self Government, Government of Kerala, with an objective to strengthen the institutional and service delivery systems for solid waste management in Kerala invites applications from suitable and eligible candidates for the position of **Data Entry Operator cum Multitask Person on contract basis** for a period of one year. Interested candidates may apply via **ONLINE mode** only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in). The online application submission link will open on **14/03/2024(10.00 AM)**. The last date for submitting online application is **28/03/2024 (05.00 PM)**.

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

Sl. No.	Post	Qualification & Experience	Upper Age Limit (as on 12.03.2024)	Monthly remuneration
1.	Data Entry Operator cum Multitask Person Vacancy: 01	Degree from a recognized university, PGDCA/DCA, Type writing English (Higher) and Malayalam (Lower) Should have 5 years of working experience in relevant field. Should be well versed in MS Word, Excel, Power Point, word processing, Tally etc. Fast typing speed and familiarity with online platforms are desirable. Working experience with external aided projects preferably World Bank/ ADB would be an added advantage.	40 years	Rs.26,400/-

****Only post qualification work experience of the candidate will be considered***

General Instructions:

1. Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.
2. Work experience will be considered until **13.03.2024**
3. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category / post other than the one in which applied will be entertained.
4. Educational qualifications should be from a University/ Institution/ Board recognized by Govt. of India/ approved by Govt. Regulatory Bodies.
5. The candidate must possess valid Degree/PG Certificate/Provisional Certificate of the necessary qualification at the time of submission of application.
6. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate.
7. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the submission.
8. The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
9. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.
10. If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.
11. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.
12. Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be

- uploaded. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.
13. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
 14. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
 15. While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
 16. KSWMP/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.
 17. Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form. CMD shall not be responsible if the information/ intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
 18. Canvassing in any form will be a disqualification.

Sd/-
Authorised Signatory