



Centre for Management Development

(An Autonomous Institution under the Government of Kerala)

CV Raman Pillai Road, Thycaud, Thiruvananthapuram - 695014

No.CMD/DS/HR/02/2024

February 14, 2024

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 post mentioned below. Interested candidates may apply online through the provided link <https://forms.gle/uXARFh41k3D7LMTTA> at www.cmd.kerala.gov.in The last date for receiving online application along with CV is **March 31, 2024, (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, training, project/programme management 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) and various government departments in Kerala, it is sponsored by the Government of Kerala as an independent, professional autonomous institution.

DETAILS OF POST

Administrative Officer

(One post)

Eligibility & Other Conditions:

Educational Qualification:

Regular MBA from a recognized university, specializing in HR.
Degree in Law is desirable.

Experience:

Total of 15 years' experience in handling Administration/HR matters of a reputed organization, in which 5 years should be in a middle or senior managerial position. Good writing and oral communication skills in Malayalam and English are necessary.

Age:

Upper age limit for the position is 50 years as on March 31, 2024.

Note: Retired personnel with the above educational qualification and experience can also apply for the post. The upper age limit for such applicants will be 58 years.

Remuneration:

The selected person will be paid consolidated remuneration in the range of Rs. 60,000/- to Rs. 75,000/- per month.

Type of Appointment:

The appointment will be on contract basis, for a period of three years, with a probation period of one year. On completion of the contract term, persons who are aged 53 or below shall be considered for regularization based on performance. Others (retirees who are aged 61 or below on completion of the contract term) can be considered for another term of three years, based on performance.

Brief Profile of the Post

- General supervision and guidance in all administrative, HR and establishment matters of the Centre
- Provide support to the Director in all matters related to the Governing Board including constitution of the Board, regular meetings of the Board, annual general meetings, preparation of minutes and so on.
- Provide support for preparation and submission of Annual Plan to the Government/State Planning Board, and related matters
- Ensure timely recruitment of personnel and responsible for all matters related to establishment including maintenance of personal file and leave management
- Responsible for supervising and coordinating all administrative activities of the Centre, including managing correspondences, as required
- Responsible for renewal of all statutory licenses, submission of returns, and ensuring compliance to all statutory requirements
- Responsible for providing administrative support to the faculty members and other academic staff for smooth completion of various activities.
- Responsible for upkeep and maintenance of all properties of the Centre including building, utilities, fire safety equipment, furniture, computer/laptop, and responsible for proper management and maintenance of Centre's vehicles
- Responsible for attending to legal matters related to the Centre
- Ensure timely preparation of Annual Report of the Centre
- Custodian of various documents, licenses, registers, receipts, files, etc., related to administrative and establishment matters
- Any other activities as entrusted by the superior Officer/Director

Selection Process

A short list of candidates shall be prepared based on scrutiny of applications and credentials of the candidates. Suitable number of candidates from the short list as decided by the Selection Committee shall be called for a personal interview. The final list of selected candidates will be published in the website of the Centre.

General Instructions

- **Canvassing in any form will lead to disqualification of the candidature.**

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- CMD will not be responsible for any discrepancy in submitting the application and CV online.
- Incomplete/incorrect applications and applications without detailed CV will be summarily rejected. CMD will not accept any information furnished by the candidate subsequently, under any circumstance.
- The applicant should not furnish any false, tampered, fabricated information or suppress any material information while submitting the application.
- The candidature will be summarily rejected at any stage of the recruitment process or thereafter, if any false information or mistake in the information provided by the candidate is detected.
- Applicants should have a valid personal email ID and mobile number, 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.
- Copies of appointment letters, salary certificates, pay slip, etc., will not be accepted in lieu of work experience certificate.
- CMD reserves the right to fill or not fill the posts advertised.

Director