Centre for Management Development

An autonomous institution Under Government of Kerala
Near Norka Roots, C V Raman Pillai Road, Thycaud
Thiruvananthapuram 695014

No. CMD/GOVT/01/2023 February 08, 2023

RECRUITMENT NOTIFICATION

The Centre for Management Development (CMD) is an autonomous organisation established by the Government of Kerala in 1979 as a management consulting, project management, and training organisation that caters to the needs of both the Central and State Governments, local self-governments, development agencies, and institutions in the private and public sectors.

On behalf of one of our client, the Centre for Management Development invites applications from qualified and eligible personnel for the post of **Project Assistant and Receptionist on contract basis**. Interested applicants may submit their application online through the website of Centre for Management Development (https://kcmd.in/). The details of post, vacancy, qualification and experience required are given below:

Sl. No.	Post	Qualification	Experience	Monthly consolidated salary *	Upper Age Limit
1.	Project Assistants *(04 vacancies)*	Post-Graduation in Masters of Business Administration from a recognised university	Minimum 1-year post qualification experience in Project Co-ordination/ Project Implementation	Rs. 22,000/- to 30,000/-	35 years
2.	Receptionist (01 vacancy)	Graduation in any discipline from a recognised university	Minimum 2 years of post-qualification experience in similar capacity	Rs. 20,000	35 years

General Instructions

- The required qualification should be from recognised and approved Universities/ Institutions. The experience certificate should be from reputed firms.
- Important dates for Online application submission
  - **February 08, 2023 (10:00 am) to**
  - **February 22, 2023 (5:00 pm) (both dates inclusive)**
- **The cut-off date for calculating age and work experience is 01.02.2023**

- **Work experience acquired after obtaining the required qualifications only will be considered.**
- Read the requirements carefully before submitting your application.
- Ensure that the information entering into the online application form is up-to-date and accurately reflects your qualifications, skills and experience.
- Make sure that you have included all relevant details of your qualifications, skills and experience.
- If you require any additional information or assistance, contact Centre for Management Development. Phone: 0471-2320101 (10 am to 5 pm)
- Candidates should apply through Online mode only. No other means/mode of application will be accepted.
- Please note that no change of application data will be permitted at any stage after completion of submission of 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
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this recruitment Process. All official communications will be sent to the registered e-mail id of the candidate.
- If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate from the competent authority, along with the qualification certificate or else the application will not be considered for processing.
- Canvassing in any form will be a disqualification.

Sd/
Authorised Signatory