K-DISC
Kerala Development and Innovation
Strategic Council

KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL (K-DISC)
Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala

Centre for Management Development
(an autonomus institution under Government of Kerala)

No.CMD/K-DISC/07/2023   July 01, 2023

NOTIFICATION

The Centre for Management Development (CMD) invites applications from eligible and qualified candidates for filling the posts of **Programme Manager/Team Lead, Sr. Programme Executive/Technical Manager and Programme Executive on Contract basis in the Programme Management Unit of Emerging Technologies Division of K-DISC managed by the Centre for Management Development.** Interested candidates may apply by sending their detailed Curriculum Vitae (CV) along with copies of certificates proving qualification and experience to **kdiscrecruitment2023@gmail.com**. The last date for receiving email application along with CV is July 12, 2023 (05.00 P.M.). The details are given below:

Position	Programme Manager/Team Lead
Vacancy *(anticipated)*	01
Educational Qualification and Other Eligibility Criteria	**Qualifications (Mandatory)** • B Tech degree (in any discipline) or MCA or MSc Computer Science and • PMP/Prince2 certification. **Essential Attributes** • Minimum 10 to 12 years in a corporate IT environment, working in a Large MNC out of which maximum 8 years of experience in IT business analysis or related technical field (application development, deployment, implementation & infrastructure) and technical project management. • Prior Business analysis role with personal accountability for delivering and managing requirements to time and cost for projects. • Demonstrated experience in software development processes involving Emerging Technologies • Ability to define and develop software architecture and solutions.

	• Demonstrated experience writing and reviewing business, user & non-functional/system level requirements.
	• Excellent communications skills - strong verbal and written communication skills to develop & communicate project deliverables in technical and non-technical manner to end users as required.
	• Experience in having worked in Government projects is desirable.
	• Passionate about innovation
Experience	• Minimum 10 to 12 years in a corporate IT environment, working in a Large MNC out of which maximum 8 years of experience in IT business analysis or related technical field (application development, deployment, implementation & infrastructure) and technical project management.
	• Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor.
	• Follow the project strategy to elicit and document requirements.
	• Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.)
	• Selecting the appropriate analysis and specification models and ensuring that requirements are of high quality
	• Assessing change requests related to requirements to assess overall impact
	• Determining 'fit for purpose' requirements
	• Advises leadership of potential issues which could impact other project deliverables.
	• Prepare Project plans, track and monitor projects efficiently.
	• Prepare management reports, technical and administrative documents and presentations.
	• Stakeholder Management and Communication Management.
Remuneration	Rs.1,50,000/-

Position	**Senior Programme Executive/Technical Manager**
Vacancy *(anticipated)*	02
Educational Qualification and Other Eligibility Criteria	**Qualifications (Mandatory)**
	• B Tech degree (in any discipline) or MCA or MSc Computer Science
	• PMP/Prince2 certification.
	Essential Attributes
	• Minimum 6 to 10 years in a corporate IT environment, working in a Large MNC out of which maximum 3 years of

	experience in IT business analysis or related technical field (application development, deployment, implementation & infrastructure) and 5 years in project management. • Minimum one year of experience in Emerging Technologies. • Certified Business Analysis Professional (CBAP) or ISEB Business Analysis Diploma is desirable. • Prior Business analysis role with personal accountability for delivering and managing requirements to time and cost for projects. • Demonstrated experience writing and reviewing business, user & non-functional/system level requirements. • Excellent communications skills - strong verbal and written communication skills to develop & communicate project deliverables in technical and non-technical manner to end users as required. • Experience in having worked in Government projects is desirable. • Passionate about innovation
Experience	• Minimum 6 to 10 years in a corporate IT environment, working in a Large MNC out of which maximum 3 years of experience in IT business analysis or related technical field (application development, deployment, implementation & infrastructure) and 5 years in project management. • Minimum one year of experience in Emerging Technologies. • Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor. • Follow the project strategy to elicit and document requirements. • Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.) • Selecting the appropriate analysis and specification models and ensuring that requirements are of high quality • Assessing change requests related to requirements to assess overall impact • Determining 'fit for purpose' requirements • Advises leadership of potential issues which could impact other project deliverables. • Prepare Project plans and track and monitor project efficiently. • Prepare management reports, technical and administrative documents and presentations. • Stakeholder Management and Communication Management
Remuneration	Rs.80,000/-

Position	Programme Executive
Vacancy *(may vary)*	03
Educational Qualification and Other Eligibility Criteria	**Qualifications (Mandatory)** Regular B Tech Degree (in any discipline) or MCA or MSc Computer Science from a reputed academic institution with First Class. **Essential Attributes** - Minimum 3 years to 6 years of experience in a corporate IT environment, working in a Large MNC with experience in software development, business analysis or related technical field (application development, deployment, implementation & infrastructure) and project management. - Good Logical, Analytical and Critical Reasoning abilities, as evidenced through analytical and reasoning tests. - Excellent communication skills in Malayalam and English, written as well as spoken, as evidenced through a test - Advanced Computer Skills, as evidenced through a practical test. - Ability to take end-to-end ownership of deadline driven activities. - Ability to efficiently manage and coordinate with multiple stakeholders across various Project locations - Passionate about innovation
Experience	3 years' experience in managing Information Technology/Emerging Technology programmes at the State/District Level in Government Organisations or autonomous institutions. Or 3 years' experience in managing Information Technology/Emerging Technology programmes/projects in a reputed company in the industry within Kerala or outside Kerala or in a reputed academic/research/industry establishment. - Demonstrated experience in Emerging Technologies - Proven work experience of 2-4 years; in the spheres of technology, or management in a technology-oriented organization; - A strong technology background, typically indicated by a good undergraduate STEM degree.
Remuneration	Rs.35,000/-

Note:
1. Number of vacancies may vary
2. Upon completion of this recruitment process a merit list/rank list shall be prepared and candidates will be positioned in the Programme Management Unit of K-DISC as and when required based on this merit list/rank list.

About K-DISC and Emerging Technologies Division of K-DISC

The Kerala Development and Innovation Strategic 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.

One of the stated objectives of K-DISC is to encourage/facilitate the adoption of Emerging Technology Solutions (ETS) in Government and public agencies to enhance efficiency and effectiveness of office systems and processes. ETS typically include Blockchain, Machine Language, Artificial Intelligence, Internet of Things, Gaming and Virtual reality, Augmented Reality, Big Data etc.

K-DISC follows a well-defined, transparent approach in project management. In its continuous endeavour to promote and support product and process innovations leveraging Emerging Technologies, K-DISC has already engaged with the concerned departments/agencies to initiate projects using Emerging Technologies in areas of Healthcare, Water Resources, Transport, Law Enforcement, Agriculture and Registration.

K-DISC would facilitate with different government departments that may need any of these technological advances to solve their critical problems and to arrive at the proof of concepts stage with adequate technical and financial resources to promote innovation. K-DISC will also ease the implementation by overseeing the same.
Some of the Objectives of ETS are:
- *Create an environment to facilitate innovation in Emerging Technologies for various Departments.*
- *Partner with Innovation initiatives of the Departments and architect solutions for pilot implementations.*
- *Provide technical and financial resources to promote the innovation.*
- *Promote innovations around Emerging Technologies, through various initiatives in Government.*
- *Handhold the pilot implementations till completion and provide necessary advice and support to both the Department and the Technology partners.*
- *Assist Departments in eliciting and articulating problem statements and conduct gap analysis.*
- *Involve in Benefit analysis and liaise with Domain Experts, Technical/Industry Experts and Organizations.*
- *Provide technical and domain expertise to scale up implementations in Innovative Emerging Technology solutions.*

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.

- K-DISC/CMD is not responsible for any discrepancy in submitting the application.

- The applicant should not submit any false, tampered, fabricated information or supress any material information while submitting the application. If the particulars furnished in the application do no tally with the Original documents produced by the Candidates his/her candidature will be rejected.

- Selected candidates will be positioned in the Programme Management Unit for Emerging Technologies Division of K-DISC managed by the Centre for Management Development.

- **CMD/K-DISC 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 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 online and must maintain that email account and mobile number.

- Admittance to various stages of the recruitment will be provisional only and will not confer any claim unless various other conditions of selection process are satisfied. Detailed scrutiny of the credentials will be done before interview/appointment. Any discrepancy found during the detailed scrutiny or at any stage of the recruitment process will result in the rejection of the candidature.

- Canvassing in any form will lead to disqualification. In the event of any information provided by the candidate being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.

- Candidates shall upload the Curriculum Vitae in PDF formats only. Other formats will not be accepted.

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Authorized Signatory