



KERALA SPACE PARK

No. KSPACE/CMD/01/2023

June 28, 2023

NOTIFICATION

The Kerala Space Park (KSPACE), a Government of Kerala agency mandated to create an ecosystem to support Space Tech innovators, start-ups, research institutions, SMEs and anchor clients, invites applications from qualified and competent candidates for appointment to the following posts **on contract basis**. Interested candidates may apply ONLINE through the website of the Centre for Management Development (CMD), Thiruvananthapuram (www.kcmd.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

- Start date for submitting online application : 28/06/2023 (10:00 A.M.)
- Last Date for submitting online application : 12/07/2023 (05:00 P.M.)

The details of post, no. of vacancies, eligibility criteria and scale of pay are as given below:

Sl. No.	Post	Qualification & Experience	Pay Scale/ Consolidated pay	Contract Period	Upper Age (as on 01-05-2023)
1	Chief Finance Officer (Vacancy: 01)	Qualification <ul style="list-style-type: none">• Associate Member of Institute of Chartered Accountants of India• PG in Business/Finance from a recognised University Experience <ul style="list-style-type: none">• 10 years in a reputed organisation	77400-115200 (as per X State Pay Revision)	1 year	50 years
2	Manager (PMO/PRO) (Vacancy: 01)	Qualification <ul style="list-style-type: none">• MBA from a recognised University with 1st Class Degree and PG Diploma in Media Experience <ul style="list-style-type: none">• Minimum 8 years' experience in PRO in reputed companies	55350-101400 (as per X State Pay Revision)	1 year	44 years

Sl. No.	Post	Qualification & Experience	Pay Scale/ Consolidated pay	Contract Period	Upper Age (as on 01-05-2023)
3	Deputy Manager (Electrical) (Vacancy: 01)	Qualification • B Tech (Electrical & Electronics) from recognised University with 1 st Class Degree Experience • Minimum 5 years' experience in Electrical/Electronics Department in reputed companies	42500-87000 (as per X State Pay Revision)	1 year	41 years
4	Deputy Manager (Mechanical) (Vacancy: 01)	Qualification • B Tech (Mechanical) from recognised University with 1 st Class Degree Experience • Minimum 5 years' experience in Mechanical Department in reputed companies	42500-87000 (as per X State Pay Revision)	1 year	41 years
5	Deputy Manager (IT) (Vacancy: 01)	Qualification • B Tech (IT/Computer Science)/MCA from recognised University with 1 st Class Degree Experience • Minimum 5 years' experience in IT Department in reputed companies	42500-87000 (as per X State Pay Revision)	1 year	41 years
6	Assistant Manager (Legal) (Vacancy: 01)	Qualification • LLB from recognised University with 1 st Class Degree Experience • Minimum 2 years' experience in Legal Department in reputed companies	39500-83000 (as per X State Pay Revision)	1 year	38 years
7	Assistant Manager (Admin) (Vacancy: 01)	Qualification • MBA (HR) from recognised University with 1 st Class Degree and Diploma in Media Experience • Minimum 2 years' experience in Administration Department in reputed companies	39500-83000 (as per X State Pay Revision)	1 year	38 years
8	Draughtsman (ME) (Vacancy: 01)	Qualification • NTC in Drafting from a recognised institute Experience • Minimum 2 years' experience in Drafting in reputed companies	Rs. 25200	1 year	38 years

Sl. No.	Post	Qualification & Experience	Pay Scale/ Consolidated pay	Contract Period	Upper Age (as on 01-05-2023)
9	Personal Secretary/Assistant (Vacancy: 01)	Qualification <ul style="list-style-type: none"> Any Bachelor's Degree from Recognised University with 1st Class Degree Experience <ul style="list-style-type: none"> Minimum 2 years' experience as Personal Secretary in reputed companies 	Rs. 25200	1 year	38 years

Cut-off dates for eligibility

The cut-off date for the purpose of eligibility on age criteria shall be 01/05/2023.

The cut-off date for the experience shall be 01/05/2023.

Selection Process

The selection process may comprise of Written Examination/Proficiency Test and/or Personal Interview. KSPACE reserves the absolute right to decide as to whether to use any/a combination of these modes for selection to the notified posts.

Instructions for Uploading Photograph, Signature and Curriculum Vitae

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB and in *.JPG format only]
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB and in *.JPG format only]
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not by any other person.
- Candidate will have to upload a Curriculum Vitae (CV) in *.JPG or *.PDF format only, and the size of the document shall not exceed 3 MB.

General Instructions

1. The applicants are required to go through the detailed notification carefully and decide about their eligibility for this recruitment before applying and shall enter the particulars completely online.
2. KSPACE shall not be responsible for any discrepancy in submitting the online application.
3. Applicants must compulsorily fill-up all relevant fields of the online application.
4. Incomplete/incorrect application form will be summarily rejected. KSPACE under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of Submission. **If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of the recruitment process or even at a later stage.**
5. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the online application form do not tally with the original documents produced by the Candidates, his/her candidature will be rejected.
6. KSPACE reserves the right to fill or not fill the post advertised.
7. Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KSPACE may send intimation to download call letters for Written test/Proficiency Test/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 application and must maintain that email account and mobile number.
8. The copy of the Appointment letters, Salary Certificates, pay slip, etc., will not be accepted in lieu of the work experience certificate.

**Sd/-
Authorised Signatory**