



KERALA SPACE PARK

No. KSPACE/CMD/02/2023

August 23, 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.cmd.kerala.gov.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

Starting date for submitting online application : August 23, 2023 (10:00 A.M.)
Last date for submitting online application : September 06, 2023 (05:00 P.M.)

The details of posts, 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 Limit (as on 01-08-2023)
1	Chief Finance Officer (Vacancy: 01)	Qualification <ul style="list-style-type: none">Associate Member of Institute of Chartered Accountants of IndiaPG in Business/Finance from a recognized University Experience <ul style="list-style-type: none">Minimum 05 years of experience within India in reputed firms/companies	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">Post-Graduation in Business Administration from a recognized University with First Class. (Preference will be given to candidates with PG Diploma in Media) Experience <ul style="list-style-type: none">Minimum 8 years 'of experience in Public Relations in Government Department/Institution or 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 Limit (as on 01-08-2023)
3	Assistant Manager (Legal) (Against Future Vacancy)	Qualification • LLB from recognized University with 1 st Class Degree. Experience • Minimum 2 years 'of experience in handling legal matters in Government Department/Institution or reputed companies or law firms.	39500-83000 (as per X State Pay Revision)	1 year	38 years
4	Assistant Manager (Admin) (Vacancy: 01)	Qualification • MBA (HR) from recognized University with First Class. (Preference will be given to candidates with Diploma in Media) Experience • Minimum 2 years' of experience in administrative functions in a Government Department/Institution or reputed companies.	39500-83000 (as per X State Pay Revision)	1 year	38 years
5	Personal Secretary/Assistant (Vacancy: 01)	Qualification • Any Bachelor's Degree from a recognized University. Experience • Minimum 2 years' of experience in Government Department/ Institution or reputed companies. (Preference will be given to candidates with experience as Personal Assistant/Personal Secretary/Administrative Assistant)	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 01/08/2023.

The cut-off date for the experience shall be 01/08/2023.

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 be signed 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. **Candidates who have already submitted their application in response to the notification no. KSPACE/CMD/01/2023 dated June 28, 2023 need not re-apply for the post. All applications submitted in response to the aforementioned notification will be considered while preparing shortlist for further processes.**
2. 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.
3. KSPACE shall not be responsible for any discrepancy in submitting the online application.
4. Applicants must compulsorily fill-up all relevant fields of the online application.
5. 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.**
6. 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.
7. KSPACE reserves the right to fill or not fill the post advertised.
8. 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.
9. The copy of the Appointment letters, Salary Certificates, pay slip, etc., will not be accepted in lieu of the work experience certificate.

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Authorized Signatory