



CENTRE FOR MANAGEMENT DEVELOPMENT (CMD)
(An autonomous institution under the Government of Kerala)

No. CMD/EOCS/11/ 2023

December 09, 2023

RECRUITMENT NOTIFICATION

En Ooru Charitable Society in Mananthavady, Wayanad was formed in 2012 as per the Government Order GO(Ms) No. 51/2021/SCSTDD dated 24.05.2011 under the Permanent president ship of Sub Collector, Wayanad. The objective of the Society is the comprehensive development of Scheduled Tribes. En Ooru Tribal Heritage Village the first tribal heritage village in Kerala is an initiative of the Government of Kerala to create an exclusive and permanent platform for the heritage & indigenous skills of the tribes domiciled in Kerala. En Ooru Tribal Heritage Village functions under the En Ooru Charitable Society

The Centre for Management Development (CMD) an autonomous institution under Government of Kerala on behalf of En Ooru Charitable Society invites applications from experienced and eligible candidates for the position of Chief Executive Officer on contract basis. The Chief Executive Officer is responsible for managing and coordinating the day-to-day operations of the Tribal Heritage Village and plan ahead for future development. The desirous eligible candidates may apply ONLINE (*website: www.cmd.kerala.gov.in*) by satisfying themselves with terms and conditions of this recruitment

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| Important dates for Online application submission: | 09 th December 2023 (10:00am) to 19 th December 2023 (5:00pm) (both dates inclusive) |
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| Position | Qualification | Experience | Consolidated Pay Range |
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| Chief Executive Officer, En Ooru Tribal Heritage Village <i>Reserved for ST candidates only</i> | M.B.A or its equivalent | Minimum of 3 years of experience in the hospitality or tourism industry | Rs. 40,000/- – Rs. 60,000/- <i>(will be fixed based on candidate's experience)</i> |

Instructions for Scanning of Photograph & Signature:

- 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 200KB in *.JPG format only]

- Candidates 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 50KB 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.

General Instructions:

- Candidates should apply through On-Line mode only. No other means/mode of application will be accepted.
- In the event that no ST candidates are shortlisted for appointment, SC/BC candidates will be considered
- Please note that no change of application data will be permitted at any stage after completion of registration process of the 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.
- Educational qualifications should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies
- The candidate must possess valid PG Certificate of the necessary qualification at the time of submission of application.
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after the submission.
- The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.
- If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.

- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/civil consequences in case the information/details furnished by him/her are found to be false at a later stage.
- Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be uploaded. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.
- Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
- Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- The Society/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/ experiences/ other notified eligibility requirements.
- Only Post qualification experience of the applicants will be considered
- Intimations will be sent by email and/ or sms only to the email ID and mobile number registered in the online application form. CMD shall not be responsible if the information/intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
- Canvassing in any form will be a disqualification.

Sd/

Authorised Signatory