



**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/KDISC/KKEM-CC/001 /2024

October 30, 2024

NOTIFICATION

The Kerala Development and Innovation Strategy 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. The Centre for Management Development (CMD), Thiruvananthapuram invites applications from qualified and competent candidates for appointment to the posts of **Constituency Coordinator** and **Programme Support Assistant** on contract basis. The personnel selected will be appointed under the payroll of Centre for Management Development, Thiruvananthapuram and will be deployed for Kerala Knowledge Economy Mission (KKEM) of K-DISC for providing the requisite service in all the LA Constituencies in Kerala. Interested candidates may apply via ONLINE mode only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in). The details are given below. The online application submission link will open on October 31, 2024 (10:00 A.M.). The last date for submitting online application is November 13, 2024 (05:00 P.M).

Kerala Knowledge Economy Mission:

The Kerala Knowledge-Economy Mission (KKEM) aims to provide employment to educated people and support knowledge workers under a single programme. The scheme will cover returnees who have lost their jobs abroad, those who have completed their studies here and have not been able to find employment. This scheme intends to provide skill around 20 lakh persons in the next 5 years by promoting innovative ideas, coordinate knowledge initiatives and equip young people with updated skills

DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below.

Post	<i>Constituency Coordinator</i>
Number of Vacancies	137
Qualification	<i>B.Tech/MBA/MSW from a recognized University</i>
Salary	<i>Rs. 30,000/- per month</i>
Location	<i>Across Kerala (in all LA Constituencies except Varkala, Kalamassery and Taliparamba)</i>
Upper Age Limit	<i>35 years (as on 01.10.2024)</i>
Job Role	<ol style="list-style-type: none"> 1. <i>Planning & Organizing KKEM field level Mobilization activities.</i> 2. <i>Monitor implementation of program as per the program calendar.</i> 3. <i>Coordinate interactions/relationships between District Program Manager, administrators and all other program stakeholders.</i> 4. <i>Prepare weekly, monthly reports and present the updates to the District Program Manager.</i> 5. <i>Schedule and organize program-related meetings and events and record the minutes of each meeting/event.</i> 6. <i>Facilitate positive relations between the program team, the public, the media and other departments within the organization, and all other involved parties.</i> 7. <i>Manage marketing and communications (media relations, social media).</i> 8. <i>Interact with Job seekers and give them awareness regarding DWMS Registration and Services.</i> 9. <i>Connect with regional job providers and develop a professional connection with them and try to enroll them as employers in DWMS Portal.</i>
Skills and Experiences	<ol style="list-style-type: none"> 1. <i>Preferably with one year Experience in project Management, research and stakeholder engagement.</i> 2. <i>Strong organisational and multitasking abilities.</i> 3. <i>Excellent written and verbal communication skills.</i> 4. <i>Proficiency in Microsoft office suite.</i> 5. <i>Strong attention to detail.</i> 6. <i>Ability to work under pressure and meet deadlines.</i>

Post	<i>Programme Support Assistant</i>
Number of Vacancies	140
Qualification	<i>Graduation in any Discipline from a recognized University (Full Time Regular Course)</i>
Salary Range	<i>Rs. 20,000/- per month</i>
Location	<i>Across Kerala</i>
Upper Age Limit	<i>35 years (as on 01.10.2024)</i>
Job Role	<ol style="list-style-type: none"> <i>1. It is the responsibility of the Program Support Executive to work as per the instructions of the Constituency Coordinators and to ensure a timely reporting system in the job station activities.</i> <i>2. The Support Executive will be specially responsible for organizing career clinics, organizing registration drives and organizing job fairs.</i> <i>3. The program support executive shall be the custodian of the equipment and documents related to the job station.</i>
Skills and Experience	<ol style="list-style-type: none"> <i>1. Strong organisational and multitasking abilities.</i> <i>2. Excellent written and verbal communication skills.</i> <i>3. Proficiency in Microsoft office suite.</i> <i>4. Strong attention to detail.</i> <i>5. Ability to work under pressure and meet deadlines.</i>

Selection Methodology

- The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for further selection process will be prepared. The selection will be based on a Written Test, Skill Assessment (Computer Proficiency & Documentation Skills) and Interview of the shortlisted candidates. However, CMD reserves its right to opt for additional selection process, if required.
- It shall be noted that admittance to various stages of the recruitment will be **provisional** only, and will not confer any claim unless various other conditions of selection are satisfied as the prevailing rules of the organization. Detailed scrutiny of the

applications/credentials will be conducted before interview/appointment. Any discrepancy found during the detailed scrutiny will result in the rejection of candidature.

- KDISC/CMD reserves the right to shortlist only a limited number of candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.

Instructions for Scanning of Photograph & Signature: -

- Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application.
- The photograph and signature must be in JPEG format. The size of the photograph must be less than 200kB and the size of the signature should be less than 50 kB.
- The CV and the copies of certificates shall be either in JPEG format or in PDF format and each attachment shall not exceed 3MB in size.

General Instructions

- Applicant must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online
- The qualification stipulated for the post must be from a recognised University / Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- Candidate should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- The candidates shall submit caste certificate / non-creamy layer certificate, as applicable.

- CMD is not responsible for any discrepancy in submitting the application. 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.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- KDISC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience / other notified eligibility requirements.
- 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 selection process 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.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext: 237,250 between 10 am and 5:30 pm on working days (Monday – Friday).
- CMD reserves the right to determine the selection process based on specific requirements. The selection process may include application screening, criteria-based screening, a written test, group discussion, skill test/proficiency test, an interview, or any combination of these methods.
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Deadlines and Updates: Pay attention to the application deadlines and regularly check the portal and your email for any updates or additional instructions from the employer.
- Submission Confirmation: After submitting your application, check for a confirmation message or email from the portal. Save or note down any application reference numbers for future correspondence.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.

- Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- CMD and engaging authorities reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether
- Rights for the rules for the cut off marks in all stages of recruitment are reserved by CMD
- The Competent Authority reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession.
- 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. K-DISC reserves the right to fill or not fill the post advertised.

22-10-2024

**Sd/-
Authorized Signatory**
