



CENTRE FOR MANAGEMENT DEVELOPMENT

(An Autonomous Institution under Government of Kerala)

No.CMD/AB/06/2020

June 19, 2020

NOTIFICATION

The Centre for Management Development (CMD), an Autonomous Institution under Government of Kerala on behalf of one of its client (Govt. of Kerala Autonomous body) invites **Online applications** to the posts of **Deputy Manager, Driver on Permanent basis and Management Trainees on Contract basis**. Qualified and Interested candidates may apply by filling the prescribed application form given in the website www.cmdkerala.net. The details regarding the posts, experience and qualification, age limit, remuneration etc. are given below.

Starting date of Online application submission: 19.06.2020 (10:00 am)

Last date for submitting Online application: 04.07.2020 (5:00 pm)

DETAILS OF THE POSTS

Sl. No.	Name of Posts	Qualification & Experience	Scale of Pay (Rs.)	Age Limit*
1.	Deputy Manager (Vacancy: 01) Nature: Permanent	Qualification: MBA (Full Time) with First Class from a recognised university and First class in Graduate Degree from a recognised university Experience: Minimum of 5 years' post qualification experience of which at least 2 years' experience in project management. A good understanding of basic management principles, Government effective interpersonal communication, oral & written skills in English language and working knowledge in Computers, especially MS Office Desirable: Previous experience of managing projects and proficiency in project preparation. Extra credit will be given for post qualification work experience in the Government sector	42500-87000	Max. age:35 years Min. age: 30 years

Sl. No.	Name of Posts	Qualification & Experience	Scale of Pay (Rs.)	Age Limit*
2.	Management Trainees (Vacancy: 03) Nature: Contract	Qualification: MBA (Full Time) with First Class from a recognised university/ institution and First class in Graduate Degree from a recognised University	Consolidated pay of Rs. 20,000/- per month	Max. age: 28 years
3.	Driver (Vacancy: 01) Nature: Permanent	<ul style="list-style-type: none"> • Pass in 10th Standard from a recognised board • Possession of a Valid Driving License for Light Motor Vehicles (Four Wheeler) • Knowledge of Motor Mechanism (candidate should be able to remove minor defects in vehicle) • Experience in driving Light Motor Vehicles (Four Wheeler) for a period of 7 to 10 years Desirable: 5 years' Service experience as Driver in State Government Departments/Agencies	27800-59400	Max. age: 35 years Min. age: 25 years

*The Upper Age limit is further relaxable by 3 years for SC/ST Candidates

NOTE:

Cut-off dates for eligibility:

The cut-off date for the purpose of eligibility on age criteria shall be the 1st day of the month in which online registration commences i.e. **01.06.2020**

The cut-off date for Post Qualification experience will be the 1st day of the month in which online registration commences i.e. **01.06.2020**

Selection Process

- For the post Deputy Manager- Written test, Group Discussion, Interview
- For the post of Driver – Test to assess their competency to Drive Light Motor Vehicles (Four wheeler) including knowledge of motor mechanisms and eligibility to remove minor defects
- For the post of Management Trainees- Written test, Group Discussion, Interview

Instructions for Scanning of relevant documents: -

- 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 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 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.
- Identity Card: scanned image shall be less than 50 KB in *.JPG format only
- Qualification and Experience Certificate: scanned image shall be less than 300 KB in *.JPG format only

Instructions for applicants

- 1) The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and enter the particulars completely Online
- 2) CMD is not responsible for any discrepancy in submitting the application through Online.
- 3) Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online.
- 4) Incomplete/incorrect application form will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the applicant 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 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) CMD reserves the right to fill or not fill the post advertised.
- 7) **Only Post-Qualification experience of applicants/candidates will be considered**
- 8) 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 Written test/Group discussion/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 on-line 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 work experience certificate. Those who does not possess the current experience certificate shall upload an Affidavit along with the Name of the applicant, Name of the organisation, designation, tasks and responsibilities of the job, date of joining etc. shall be mentioned.**

**Sd/-
Authorised Signatory**