



KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL

No.CMD/KDISC/04/2022

May 04, 2022

NOTIFICATION

The **Centre for Management Development (CMD)** on behalf of **Kerala Development and Innovation Strategic Council (K-DISC)** invites applications from competent and qualified candidates to the post of **Procurement Officer at K-DISC on contract/deputation basis**. Interested candidates are requested to send their detailed Resume/CV along with the self-attested copies of their credentials to cmdkeralarecruitment@gmail.com.

Starting date of receiving application is on May 05, 2022 10:00 AM

Last date of receiving application is on May 19, 2022 5:00 PM

“Eligible Candidates serving in Engineering departments of State/Central Govt. Institutions as Procurement Officer or in a similar job role may also apply for the post on deputation basis”.

About K-DISC

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think- tank and advisory body constituted by the Government of Kerala. Launched on March 24, 2018, K-DISC was given the mandate of promoting innovation in the state. 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.

DETAILS OF POSTS

The details regarding the qualification, experience, remuneration, etc., are given in the table below.

Sl. No.	Post	Qualification	Experience	Max. Age Limit as on 01/04/2022	Monthly Consolidated Pay*
1.	Procurement Officer <i>(Vacancy - 01)</i>	<ul style="list-style-type: none">Any Professional graduation or Post Graduation in Management.Preference shall be given to candidates with Graduation in Engineering.	<ul style="list-style-type: none">Minimum 15 years' in procurement functions of which 5 years should be in public sector organizations. <p>Desirable</p> <ul style="list-style-type: none">Actual experience in having worked with procurement portals in public sector.Proven experience in having created RFP bid documents certified by reporting officers in public sectors.	50 years	Rs. 60,000 – 80,000

Note:

- **Candidates applying on Deputation basis must upload the NOC obtained from the concerned institution.**
- Applicants should include their photograph in the CV. While sending the email candidates are requested to put the subject matter as
 - **Application for the post of Procurement Officer- K-DISC.**
- Admittance to various stages of the recruitment will be provisional only and will not confer any claim unless various other conditions of selection process are satisfied. Detailed scrutiny of the credentials will be done before interview/appointment. Any

discrepancy found during the detailed scrutiny or at any stage of the recruitment process will result in the rejection of the candidature.

- Applications without photograph, self-attested copies and subject matter will not be considered.
- The remuneration of the selected candidate may be finalized based on their previous work experience and performance in the interview.
- The selected candidates will have to travel extensively to Project locations across the State on need basis.
- Candidates who have experience in procurement process/GEM/tender procedures in Engineering Organizations shall get preference.
- K-DISC reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post, based on marks secured in their qualifying examination and/or experience. Candidate should clearly mention the marks scored in their qualifying examination in the CV. 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.
- 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.
