



CENTRE FOR MANAGEMENT DEVELOPMENT

(An Autonomous Institution under Government of Kerala)

No.: KSWDC/CMD/001/2021

September 10, 2021

NOTIFICATION

Centre for Management Development (CMD) invites application from qualified and competent candidates for appointment to various posts, **on contract basis, at Kerala State Women's Development Corporation (KSWDC) Limited**. 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.cmdkerala.net). The online application submission link will open on **10/09/2021 (9.00 A.M.)**. The last date for submitting the online application will be **24/09/2021 (5.00 P.M.)**.

Note: Candidates will have to upload their 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 200 KB and the size of the signature should be less than 50 KB. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3 MB size.

DETAILS OF POSTS

The details regarding the qualification and experience required, no. of vacancies, remuneration etc., are given in the table below.

Sl. No.	Post	Qualification	Experience	Upper Age Limit (As on 01/09/2021)	Remuneration
1	Executive Secretary to MD (1 post)	Post-Graduation in any field with excellent proficiency in computer. Proficiency in typing English and Malayalam (Candidates should possess good oral and written communication skills in Malayalam & English)	Minimum 1 year experience <i>(Preference shall be given to candidates with experience as Executive Assistant/Personal Assistant/Secretary)</i>	36 years	Rs. 20,000/-
2	Document Assistant (1 post)	Graduation in any field+ DCA	Minimum 1 year experience in Govt Depts/ PSUs.	36 years	Rs. 17,000/-

NATURE OF APPOINTMENT

Candidates selected for the aforementioned posts will be deployed in Kerala State Women's Development Corporation Limited (KSWDC), on outsourced basis for a period of one year.

ABOUT KERALA STATE WOMEN'S DEVELOPMENT CORPORATION (KSWDC) LIMITED

Kerala State Women's Development Corporation Limited is under the Department of Women and Child Development, Government of Kerala for providing better opportunities to women and their empowerment. KSWDC aims to enhance the economic, social and political status of women and make them co-partners and co-beneficiaries in the sustainable development and progress of the society.

SELECTION METHODOLOGY

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 per 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.

CMD reserves the right to shortlist only a limited number of candidates for written test/group discussion/interview, as the case may be for the post, based on marks secured in their qualifying examination and experience. 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.

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. CMD reserves the right to fill or not fill the post advertised.
