



**CENTRE FOR MANAGEMENT DEVELOPMENT**  
(An autonomous institution sponsored by the Government of Kerala)

No. CMD/KITE/08/2019

August 26, 2019

**RECRUITMENT NOTIFICATION**

The **Centre for Management Development (CMD)**, Thiruvananthapuram, an autonomous institution under the Government of Kerala, on behalf of **Kerala Infrastructure and Technology for Education (KITE)** a Govt. of Kerala enterprise under General Education Department invites application from qualified and competent candidates for the following mentioned posts across Kerala, on Contract basis. Selected candidates shall be placed at the State Office/ District Offices of **KITE**. Interested candidates shall apply via **ONLINE MODE ONLY** accessing the website of Centre for Management Development ([www.cmdkerala.net](http://www.cmdkerala.net)). The online application submission link will open on **26.08.2019 (10:00 am)**. The last date for submitting the online application is **02.09.2019 (5:00 pm)**. The details are given below.

Sl. No.	Name of Post	Qualification	Experience	Consolidated salary per month
1.	Project Manager (Vacancy: 3 Nos.)	B. Tech/ B. E Civil Engineering	Minimum <b>15 years'</b> field experience in Civil construction works. Work Experience in Government/MNC are desirable. Should have experience in site execution and also need experience in project management to ensure timely completion of projects.  <b>The responsibilities are:</b> Controlling and monitoring of Project Engineers, Periodical site inspections, Assisting the overall monitoring and supervision of the Projects to ensure time bound completion. Overall review of quality and quantity of various works	Rs. 60,000/-

<b>Sl. No.</b>	<b>Name of Post</b>	<b>Qualification</b>	<b>Experience</b>	<b>Consolidated salary per month</b>
2.	Project Engineer <b>(Vacancy: 7 Nos.)</b>	B. Tech/ B.E Civil Engineering	Minimum <b>2 years'</b> field experience in civil works. Applicants should be capable of handling civil construction projects independently. Quality monitoring in each work site and weekly reporting of the same to the Project Manager	Rs. 27,500/-
3.	Manager – Administration, Legal & Facility management <b>(Vacancy: 1 No.)</b>	ICSI/ LLB	Minimum <b>10 years'</b> experience in drafting and vetting contracts/agreements, Facility management, ISO standards, administration. Similar experience in technology companies etc. would be an added advantage	Rs. 50,000/-
4.	Documentation Specialist <b>(Vacancy: 1 No.)</b>	PG (English)	Minimum <b>5 years'</b> experience in Business Communication, Correspondence to clients in different levels of office, documentation support and hands on experience in Government related communications, Report writing and related tasks, Presentation and skills in Office Packages	Rs. 27,500/-

#### **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]
- 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 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 by any other person.

#### **General Instructions**

- 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) KITE/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. KITE/CMD under any circumstances will not entertain the information, if any, furnished by the candidate 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) KITE/CMD reserves the right to fill or not fill the post advertised.
- 7) Only Post qualification experience of the candidates until 01.08.2019 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. KITE/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) Candidates who are willing to work in any district in Kerala need only to apply.**

**SD/-**  
**Authorized Signatory**

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