



KERALA INSTITUTE FOR ENTREPRENEURSHIP DEVELOPMENT

(An autonomous body of Government of Kerala)

RECRUITMENT NOTIFICATION

No.CMD/KIED-II/08/2020

August 26, 2020

Kerala Institute for Entrepreneurship Development (KIED) - an autonomous body of Government of Kerala which aims at providing Human Resources Development in the area of entrepreneurship development - invites applications from qualified and competent candidates to the posts of **Officer (Finance & Administration), Program Executive, Assistant Manager, System Administrator and Multi-Purpose Staff on Contract basis**. Interested candidates may register via **Online** by filling the prescribed mode of application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net) before **September 05, 2020 (5:00 pm)**. Only shortlisted eligible candidates will receive intimations regarding the further selection process.

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.

NOTE:

- The cut-off date for the purpose of eligibility on age criteria shall be **01.08.2020**
- The cut-off date for Post Qualification experience will be **01.08.2020**

The details regarding the qualification and other requirements are given below:

Sl. No	Position to be filled	Qualification	Experience	Upper Age Limit	Maximum Monthly Remuneration
1.	Officer (Finance & Administration)	Bachelor's Degree in any discipline from a recognized university Desirable: Post Graduation in any discipline	Retired officers at the level of Finance Officer/ Administrative Officer or above in Central Govt./ State Govt./Educational Institute of Government/ Autonomous body/ University. Knowledge in Microsoft Office applications and Internet including word, excel, outlook and PowerPoint, to at least an Intermediate level	60 years	Rs. 35,000
2.	Program Executive	MBA/MSW from a recognized University	Minimum 3 years' experience in Entrepreneurship development/skill development/academic institutions Preference will be given to candidates with experience in coordinating and managing training programs, academic activities etc. In Government or Reputed Private Institutions Knowledge in MS Office tools, excellent communication and presentation Skills	35 years	Rs. 25,000
3.	Assistant Manager	B-Tech from a recognized university	Minimum 5-year experience in Entrepreneurship development/startups/ educational institutions/skill development Preference will be given to candidates who have experience in managing online courses/digital communication and similar digital initiatives in Govt. or reputed Private Institutions Excellent Communication, Documentation and Presentation skills	35 years	Rs. 30,000

Sl. No	Position to be filled	Qualification	Experience	Upper Age Limit	Maximum Monthly Remuneration
4.	System Administrator	MCA/B.Tech/ Diploma with relevant networking certifications	Minimum 5 years of experience as System Administrator/systems officer in a reputed firm. Good knowledge about server management, monitoring tools, networking, maintenance and service. CCNA/MCSE certification preferred	40 years	Rs. 25,000
5.	Multi-Purpose Staff	Graduation/ Diploma in any discipline from a recognized university	2 years' work experience in Office Management/ coordination. Hands on experience in MS Office tools with documentation skill. Should have good communication skills.	30 years	Rs. 15,000

Equivalency

If there is any deviation from the above qualifications for posts, the applicant shall upload the equivalent certificate from the authority issuing the qualification certificate along with the qualification certificate for accepting his/her application.

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) 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 applicants his/her application will be rejected.
- 6) KIED reserves the right to fill or not fill the post advertised.
- 7) 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 an applicant 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.
- 8) **The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.**

**Sd/-
Authorised Signatory**