



# KERALA INSTITUTE FOR ENTREPRENEURSHIP DEVELOPMENT

No.CMD/KIED/03/2022

July 18, 2022

## NOTIFICATION

The **Centre for Management Development (CMD), Thiruvananthapuram** on behalf of **Kerala Institute for Entrepreneurship Development (KIED)** invites applications from competent and qualified candidates to various posts **on contract basis**. Interested candidates may **apply via ONLINE mode** only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram ([www.cmdkerala.net](http://www.cmdkerala.net)). The details are given below. The online application submission link will open on **18/07/2022 (10:00 AM)**. The last date for submitting online application is **27/07/2022 (05:00 PM)**.

**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 in size.

### About KIED

KIED was established as an autonomous body of the Government of Kerala on 9<sup>th</sup> November 1994 and established in Kochi in 2005. It aimed to promote the spirit and culture of entrepreneurship among the youth of Kerala by giving them orientation in Human Resources Development and training in skill development and leadership. KIED develops the spirit of entrepreneurship among the people through Entrepreneurial Awareness Campaign, Seminars, Workshops as well as Research and Development etc. leading to more and more self-employment thereby developing the people of Kerala as an enterprising society.

**Note: Candidates who have already applied for the following posts (In response to the Notification No. : CMD/KIED/02/2022 dated June 15, 2022) need not apply again.**

### DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, upper age limit and salary are given in the table below.

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
1	<b>Junior Manager (Learning)</b> <i>(Vacancy: 01 no.)</i> <b>Department: CoE</b>	B.Tech or MBA	<ul style="list-style-type: none"> <li>• <b>Minimum 02 years</b> of relevant experience in Government Institutions/ Educational Institutions/ Reputed Pvt. Institutions / Start up and Entrepreneurship Development Organizations etc.</li> <li>• Proven track record in developing and executing successful training programmes as Training coordinator, facilitator or similar role in reputed institutions and Knowledge of learning management systems, online delivery tools and e – learning platforms is desirable.</li> <li>• Advanced organizational skills and time management skills.</li> <li>• Strong leadership and have written, verbal and interpersonal communication skills.</li> <li>• Meticulous attention to detail.</li> <li>• Excellent IT skills and proficient in MS Office tools.</li> </ul>	28 Years	Rs. 25,000 – 30,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
2	<b>Assistant Manager (Incubation)</b> <i>(Vacancy: 01 no.)</i> Department: EDC	B.Tech or MBA	<ul style="list-style-type: none"> <li>• <b>Minimum 3 years</b> of relevant experience in the startup/ entrepreneurship as a founder or cofounder and or an enabler of startup / MSMEs or innovation entrepreneurship ecosystem by way of managing or leading or coordinating key activities or its flagship Programmes.</li> <li>• Experience in writing proposal and successfully fetching government grant. Managing and tracking all financial activities under various Programmes including, sourcing grants / funding, disbursements, milestone tracking, financial reporting etc.</li> <li>• Networking with industry and mentors, experience of filing and documentation of centre, operations, knowledge of quality systems, planning, operation and scaling mentoring services etc.</li> <li>• Strong execution skill set- including a focus on decision making, comfort with ambiguity and ability to drive rapid learn and implement iterations, strong bias for action and outcomes-based orientation.</li> <li>• Excellent skills in entire Microsoft Office suit (MS word, PowerPoint, excel etc.).</li> </ul>	30 Years	Rs. 30,000 – 40,000
3	<b>Assistant Manager (Technology Transfer)</b> <i>(Vacancy: 01 no.)</i> Department: EDC	B.Tech or MBA or PG in any discipline	<ul style="list-style-type: none"> <li>• <b>Minimum 03 years</b> of relevant experience in entrepreneurship development/ Technology transfer/ Commercialization or similar roles.</li> <li>• Experience in writing proposals and successfully fetching Grants and Experience in successful ideation to commercialization of products, and product development.</li> <li>• Establishing cooperative research and development agreements.</li> <li>• Expertise on writing grant / funded proposals, commercialization, cooperative research etc. will be added advantage.</li> </ul>	30 Years	Rs. 30,000 – 40,000
4	<b>Junior Manager (Facilitation)</b> <i>(Vacancy: 01 no.)</i> Department: EDC	B.Tech or MBA or CA Inter and above or CS Executive.	<ul style="list-style-type: none"> <li>• <b>Minimum 02 years</b> of relevant experience in business / Business counseling / assessment/advisory/facilitation.</li> <li>• Ability to follow up and provide service to business for their growth</li> <li>• Excellent project management and administrative skills and a high standard of communication skills in Malayalam and English.</li> <li>• Report writing skills, with excellent skill in MS office tools like word, excel, power point to prepare project reports/ financial analysis etc.</li> </ul>	28 Years	Rs. 25,000 – 30,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
5	<b>Junior Manager (Design and Digital Media)</b> <i>(Vacancy: 01 no.)</i> <b>Department: EDC</b>	MBA/ B.Tech / B.Des. or Bachelor's degree in any discipline with Post graduate degree/ diploma in Mass Communications/Public Relations/ Design.	<ul style="list-style-type: none"> <li>• <b>Minimum 02 years</b> of relevant experience in any reputed organizations.</li> <li>• Expertise with standard design tools like, Photoshop, Illustrator, Sketch and other designing software. Knowledge in Photos and video editing software.</li> <li>• Ability to work individually and team under strict timelines.</li> <li>• Should have good communication skills (English and Malayalam), excellent writing and proof reading skills.</li> <li>• Hands on experience in CMS, SEO, Keyword research, CSS &amp; HTML etc.</li> <li>• Knowledge on user centered design, best practices and production techniques.</li> <li>• Sound Knowledge of online marketing channels and familiarity with web design.</li> <li>• Creative photographic skill is an added advantage.</li> </ul>	28 Years	Rs. 25,000 – 30,000

*\* Only post qualification work experience of the candidate until 01.06.2022 will be considered.*

*\*Candidates should clearly mention about the task and duties performed in current/previous organization.*

**Note:**

- Candidates should apply through online mode only.
- 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 processes are satisfied. 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 the candidature.
- KIED 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 years of relevant experience. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail ID of the candidate.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after the submission.
- Intimations will be sent by e-mail and/or SMS only to the e-mail ID and mobile number registered in the online application form. CMD shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, e-mail address, and

technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.

- 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. KIED reserves the right to fill or not to fill the post advertised.

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