



# Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/003/2022

May 27, 2022

## Recruitment Notification

The Centre for Management Development (CMD), an autonomous institution under the Department of Industries and Commerce, Government of Kerala invites application from qualified and competent candidates for the posts of **Accounts Officer, Business Analyst, Commercial Executive, and HR & Admin Executive on contract basis**. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to **hr@kcmd.in (applicants should clearly mention the post and post code applied for in the email matter)**. The details are given below. The last date for receiving email application along with CV is **June 15, 2022 (05.00 P.M.)**.

*The Centre for Management Development is a leading, self-supporting autonomous institution, under the Department of Industries and Commerce, Government of Kerala, which provides research, consulting and training support to the Development Agencies, Corporate Sector and the Government. Established in 1979 with the objective of providing capacity development support to the Public Sector Undertakings (PSUs) in Kerala, it is sponsored by the Government of Kerala as an independent, professional and registered society.*

### DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below:

Sl. No.	Post	Monthly Consolidated Pay	Qualification	Experience (as on 01-06-2022)	Upper Age Limit (as on 01-06-2022)
1.	<b>Accounts Officer</b> (Post Code: C/01/22) (Number of vacancy: 01)	Rs.35,000/- to Rs.40,000/-*	Intermediate of CA/CMA	Minimum five years of experience in finalising the Books of Accounts and Annual Audits. Candidate should have: - Proficiency in Project Accounting - Proficiency in Tally and - Excellent IT skills	40
			M Com. (regular)	Minimum eight years of experience in finalising the Books of Accounts and Annual Audits. Candidate should have: - Proficiency in Project Accounting - Proficiency in Tally and - Excellent IT skills	
2.	<b>Business Analyst</b> (Post Code: C/02/22) (Number of vacancy: 01)	Rs.30,000/-	MBA (Finance)/Masters in Economics from a reputed Institution/ Intermediate of CA/CMA/CS	Minimum three years of experience in Business Management/Development/ Due Diligence. The Candidate should have: - Proficiency in preparation of Business Proposals, Project Reports, Feasibility Reports, etc. - Proficiency in various project management tools -Proficiency in Project/Data Analysis and -Excellent IT skills	30

Sl. No.	Post	Monthly Consolidated Pay	Qualification	Experience (as on 01-06-2022)	Upper Age Limit (as on 01-06-2022)
3.	<b>Commercial Executive</b> (Post Code: C/03/22) (Number of vacancy: 01)	Rs.30,000/-	MBA (Operations) from a reputed Institution/Intermediate of CA/CMA	Minimum three years of experience in Project Management activities. The Candidate should have: - Proficiency in Project Accounting and Reporting - Proficiency in co-ordinating the Project Team and Client Organisations -Proficiency in Project/Data Analysis -Excellent IT skills and -Excellent communication & interpersonal skills	30
4.	<b>HR and Admin Executive</b> (Post Code: C/04/22) (Number of vacancy: 01)	Rs.25,000/-	MBA (HR)/LLB from a reputed Institution	Minimum three years of experience in HR and Payroll Administration. The Candidate should have: - Ability to handle the HR and Payroll functions -Experience in handling PF and other statutory matters -Excellent IT skills and - Excellent communication & interpersonal skills	30

\* Shall be fixed based on qualification and relevant experience of the Candidate

#### Nature of Appointment

Sl. No.	Post	Nature of Appointment
1.	Accounts Officer	On Contract Basis for a period of three years, which can be extended based on performance.
2.	Business Analyst	On Contract Basis for a period of one year, which can be extended based on performance.
3.	Commercial Executive	
4.	HR and Admin Executive	

#### General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- Applicants should clearly mention the POST applied for in the mail subject and mail matter.
- CMD is not responsible for any discrepancy in submitting the application and CV through email.
- Incomplete/incorrect email application and applications without detailed CV will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. 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.
- 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 on-line application form do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- CMD reserves the right to fill or not fill the post advertised.
- 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 Proficiency Test/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.
- Copies of Appointment letters, Salary Certificates, pay slip, etc. will not be accepted in lieu of work experience certificate.

**Sd/-  
Administrative Officer**