



# CENTRE FOR MANAGEMENT DEVELOPMENT

(An Autonomous Institution under Government of Kerala)

No.CMD/AB/01/2022

March 09, 2022

## NOTIFICATION

The Centre for Management Development (CMD), an Autonomous Institution under Government of Kerala on behalf of one of its clients (Govt. of Kerala Autonomous body) invites **Online applications** to the posts of **Recruitment Executive, Intern, Marketing Officer, Travel Assistant and Executive/Assistant Manager-Tours on Contract basis**. Qualified and Interested candidates may apply by filling the prescribed application form given in the website [www.cmdkerala.net](http://www.cmdkerala.net). The details regarding the posts, vacancy, experience and qualification are given below.

Starting date of Online application submission: 12.03.2022 (10:00 am)

Last date for submitting Online application: 22.03.2022 (5:00 pm)

## DETAILS OF THE POSTS

Sl. No.	Post and Vacancy	Qualification	Experience	Remuneration Range
1.	Recruitment Executive Vacancy: 3	<ul style="list-style-type: none"><li>• Degree and 6 months diploma course in Computer Application from govt. approved centers/BTech in IT/BTech in Computer Science/MSc Computer Science/MCA</li><li>• MBA in HR/MHRM/any HR related degree is preferred</li><li>• Proficiency in MS Office</li></ul>	Minimum 3 years' experience in recruitment	Rs.20,000 - 25,000
2	Intern Vacancy: 2	<ul style="list-style-type: none"><li>• Any master degree, preferably MBA</li><li>• Proficiency in MS Office</li></ul>	-	Rs.12,000 - 15,000
3	Marketing Officer Vacancy: 1	<ul style="list-style-type: none"><li>• MBA in Marketing/Tourism</li><li>• Proficiency in MS Office</li></ul>	Minimum 2 years' experience in travels/tourism/recruitment	Rs.20,000 - 25,000

Sl. No.	Post and Vacancy	Qualification	Experience	Remuneration Range
4	Travel Assistant Vacancy: 1	<ul style="list-style-type: none"> <li>• Graduation in Travel &amp; Tourism/Degree with IATA certification</li> <li>• Proficiency in MS Office</li> </ul>	Minimum 1 years' experience in air ticketing	Rs.18,000 – 20,000
5	Executive /Assistant Manager- Tours Vacancy: 1	<ul style="list-style-type: none"> <li>• MBA/IATA</li> </ul>	2-5 years in international & domestic tour operations in any recognised tour company	Rs.25,000 – 40,000

**NOTE:**

**Cut-off dates for eligibility:**

The cut-off date for the purpose of eligibility on age criteria shall be the 1st day of the month in which online registration commences i.e. **01.03.2022**

The cut-off date for Post Qualification experience will be the 1<sup>st</sup> day of the month in which online registration commences i.e. **01.03.2022**

**Instructions for Scanning of relevant documents: -**

- 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 200 KB 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 50 KB 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.
- Identity Card: scanned image shall be less than 50 KB in \*.JPG format only
- Qualification and Experience Certificate: scanned image shall be less than 300 KB in \*.JPG format only

## Instructions for applicants

- 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 Candidates his/her candidature will be rejected.
- 6) CMD reserves the right to fill or not fill the post advertised.
- 7) **Only Post-Qualification experience of applicants/candidates 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. 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) **The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. Those who does not possess the current experience certificate shall upload an Affidavit along with the Name of the applicant, Name of the organisation, designation, tasks and responsibilities of the job, date of joining etc. shall be mentioned.**

**Sd/-  
Authorised Signatory**