



## **KERALA ACADEMY FOR SKILLS EXCELLENCE** *(Skill Development Mission of Government of Kerala)*

No. CMD/KASE/004/2022

27/04/2022

### **NOTIFICATION**

The **Kerala Academy for Skills Excellence (KASE)**, the State Skill Development Mission, under Department of Labour and Skills, Government of Kerala, invites applications from qualified and competent candidates for appointment to various posts on **contract basis**. Interested candidates may apply via **ONLINE mode** only by filling the prescribed 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 **27/04/2022(10.00 AM)**. The last date for submitting online application is **11/05/2022 (05.00 PM)**.

**Note:** *Candidates will have to upload their updated CV, 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 50kB. The CV and the copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3MB size.*

## DETAILS OF THE POST

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

Sl. No.	Post	Qualification	Experience <sup>#</sup>	Upper Age Limit (As on 01.04.2022)	Maximum Salary
1	Chief Operating Officer  <i>Vacancy: 01</i>	Professional degree with full time MBA/ PG diploma in Management.	<ul style="list-style-type: none"> <li>• With at-least 15 years of post-qualification experience. Out of which 10 Years' experience in Private sector/PSUs/State Missions/Departments at Management Level.</li> <li>• Of which minimum 5 Years with independent charge of an organization or major department of organization.</li> <li>• Preference will be given to people with minimum experience of at least 5 years in State/Central Government Skill Development Programs/Projects/Agencies or with reputed corporates in the domain of Skill Development.</li> <li>• Advanced Organizational and leadership skills with steadfast resolve and personal integrity.</li> <li>• Industry expertise in stakeholder management with a strong sense of responsibility and team management skills.</li> <li>• Strategic thinker with strong inter personnel communication and decision-making skills.</li> </ul>	50 Years	Rs. 1,20,000
2	Manager-Projects & New Initiatives  <i>Vacancy: 01</i>	Full time MBA	<ul style="list-style-type: none"> <li>• Minimum 12 years of post-qualification experience. Out of which, minimum 6 years in a managerial role leading a project team of not less than 5 members.</li> <li>• 4 years' experience in Government/PSU is mandatory.</li> <li>• Having 3 years' experience in working leadership capacity and managing Industrial Relations/related Stake holders preferably in skilling or related sectors.</li> </ul>	45 Years	Rs. 70,000

Sl. No.	Post	Qualification	Experience#	Upper Age Limit (As on 01.04.2022)	Maximum Salary
			<ul style="list-style-type: none"> <li>• 5 years of experience in Project Management is compulsory.</li> <li>• Should have excellent communication and coordination skills.</li> <li>• Strong sense of responsibility, Knowledge of Project Management Principles and practices.</li> <li>• Self-driven and proactive with excellent relationship management skills.</li> <li>• Proficiency in MS Office suite is a major requisite.</li> <li>• Certification in PMP and hands on experience in project management tools will be an added advantage.</li> </ul>		
3	Manager- Skill Development <i>Vacancy: 01</i>	Full time MBA	<ul style="list-style-type: none"> <li>• Minimum 12 years of post-qualification experience. Out of which, minimum 6 years in a managerial role leading a project team of not less than 5 members.</li> <li>• 4 years' experience in Government/PSU is mandatory.</li> <li>• 3 years of experience as a top level managerial professional in skilling/training sector is mandatory.</li> <li>• Certification in PMP and hands on experience in project management tools will be an added advantage.</li> <li>• Knowledge and experience in organizational effectiveness and operations management.</li> <li>• Having experience inter-departmental coordination, cross functional team management, planning and organizing.</li> <li>• Should be research &amp; result oriented, entrepreneurial and proactive in work.</li> <li>• Strong analytical, interpersonal and communication skills</li> </ul>	45 Years	Rs. 70,000

Sl. No.	Post	Qualification	Experience#	Upper Age Limit (As on 01.04.2022)	Maximum Salary
			<p>with an eye for detail and high level of ownership.</p> <ul style="list-style-type: none"> <li>• Ability to understand and implement business process and governance framework to streamline the execution in tune with the objectives of the organization.</li> </ul>		
4	Manager- IEC <i>Vacancy: 01</i>	UG &PG in Journalism/ Mass Communication	<ul style="list-style-type: none"> <li>• 12 Years of post-qualification experience in relevant sector.</li> <li>• 5-year post qualification experience in media management.</li> <li>• Expertise in Digital and Social Media Marketing.</li> <li>• Ability to develop creative content to reach the targeted beneficiaries.</li> <li>• Should have extensive experience in communication and diffusion strategies and techniques, documentation, publication and audio-visual content preparation.</li> <li>• Strong Communication skills and coordination skills.</li> <li>• Strong understanding of best practices across all social media platforms.</li> <li>• Strategic Planning and effective implementation of promotional activities.</li> <li>• Experience in Government sector will be preferred.</li> </ul>	45 Years	Rs. 70,000
5	Company Secretary <i>Vacancy: 01</i>	A member of Institute of Company Secretaries of India. Graduate in Law	<ul style="list-style-type: none"> <li>• Minimum 4 years of post-qualification experience.</li> <li>• 2 Years of Experience in Government/PSU in the same role.</li> <li>• Knowledge and experience of contract law, company procedures, secretarial standards and governance.</li> <li>• Strong analytical, organizational, communication and interpersonal skills.</li> </ul>	45 Years	Rs. 60,000

Sl. No.	Post	Qualification	Experience <sup>#</sup>	Upper Age Limit (As on 01.04.2022)	Maximum Salary
			<ul style="list-style-type: none"> <li>• Excellent presentation and facilitation skills with mastery in advising top management in high-risk company matters.</li> </ul>		
6	Project Manager-Civil <i>Vacancy: 01</i>	B.Tech Civil Engineering	<ul style="list-style-type: none"> <li>• 6 Years of post-qualification experience in construction of buildings.</li> <li>• Thorough knowledge of government procedures in all spheres of construction.</li> <li>• Extensive experience and knowledge of commercial or industrial construction activities/projects.</li> <li>• Working experience in large infrastructure projects is required.</li> <li>• Well versed in DPR preparation, codes &amp; manuals, Acts &amp; Rules, industry practices, engineering procedures and design guides, Project Management tools.</li> <li>• Experience in verification of estimates and bills.</li> <li>• Hands on experience with AUTOCAD, MS Projects, PRICE, Primavera.</li> </ul>	40 Years	Rs. 50,000
7	Project Engineer-Civil <i>Vacancy: 01</i>	B.Tech Civil Engineering	<ul style="list-style-type: none"> <li>• 3 Years of post-qualification experience in construction of buildings.</li> <li>• Thorough knowledge of Government procedures in all spheres of construction.</li> <li>• Well Versed in DPR Preparation, Codes &amp; manuals, Acts &amp; Rules.</li> <li>• Experience in verification of estimates and bills.</li> <li>• Hands on experience with AUTOCAD, MS Projects, PRICE, Primavera</li> </ul>	35 Years	Rs. 35,000

Sl. No.	Post	Qualification	Experience#	Upper Age Limit (As on 01.04.2022)	Maximum Salary
8	Project Engineer-Electrical <i>Vacancy: 01</i>	B.Tech Electrical Engineering	<ul style="list-style-type: none"> <li>• 3 Years of post-qualification experience in construction field including MEP and all other infrastructure management.</li> <li>• Through knowledge of design installation and maintenance of industrial commercial, domestic and educational electrification.</li> <li>• Ability to liaise with Electricity Board/Electrical Inspectorate, Fire &amp; Rescue etc.</li> <li>• Preparation of DPR and relevant reports.</li> <li>• Hands on experience with AUTOCAD, MS Projects, PRICE, Primavera</li> </ul>	35 Years	Rs. 35,000
9	Facilities Coordinator <i>Vacancy: 01</i>	Graduate/Diploma holder in a related stream & having completed a course in facilities management will be advantageous	<ul style="list-style-type: none"> <li>• 3 Years of post-qualification experience in facility coordination/management/property management.</li> <li>• Experience demonstrating success in a role accountable for managing all company owned land/properties/buildings/assets of a large organization.</li> <li>• Well versed with Government procedures in lease management, acquisition and disposal of assets, knowledge of contract management etc. are mandatory.</li> <li>• In-depth knowledge of commercial or industrial building/land rules and regulations, building safety regulations and security protocols.</li> <li>• Effective resource management skills and stakeholder relationship skills with proficiency in MS Office suite.</li> <li>• Proficiency in Facilities Management software and government procurement e portals will be added advantage.</li> </ul>	35 Years	Rs. 35,000

Sl. No.	Post	Qualification	Experience#	Upper Age Limit (As on 01.04.2022)	Maximum Salary
10	Executive- Accounts <i>Vacancy: 01</i>	CA Inter	<ul style="list-style-type: none"> <li>• 3 Years of Post qualification experience in relevant field</li> <li>• 1 year experience in Government/PSU is mandatory.</li> <li>• Experience in statutory compliance i.e.: TDS/GST filing</li> <li>• Proficiency in Tally &amp; MS Office is a must.</li> </ul>	35 Years	Rs. 35,000
11	Executive- NSQF Curriculum Development <i>Vacancy: 01</i>	Post Graduate	<ul style="list-style-type: none"> <li>• 3 Years of Post qualification experience in Project Management.</li> <li>• 2 Years in NSQF alignment, Curriculum/Content Development.</li> <li>• Experience in Industry relations and stakeholder Management.</li> <li>• Proficiency in MS Office</li> <li>• Experience in liaisoning with central government agencies will be preferred.</li> </ul>	35 Years	Rs. 30,000
12	Executive- Project for CoE & Accreditation <i>Vacancy: 01</i>	M.Com/MBA Finance	<ul style="list-style-type: none"> <li>• 3 Years of Post qualification experience in Tally/Accounts.</li> <li>• Analytical Skills</li> <li>• Data base management and report analysis.</li> <li>• Exceptional verbal and written Communication Skills in English and Malayalam.</li> <li>• Experience in industry relations and Stakeholder Management.</li> <li>• Proficiency in MS Office.</li> </ul>	35 Years	Rs. 30,000
13	Executive- Centrally Sponsored Projects <i>Vacancy: 01</i>	Post Graduate	<ul style="list-style-type: none"> <li>• 3 Years of Post qualification experience.</li> <li>• 2 Years in Project Management.</li> <li>• Proficiency in MS Office</li> <li>• Exceptional verbal and written Communication Skills in</li> </ul>	35 Years	Rs. 30,000

Sl. No.	Post	Qualification	Experience#	Upper Age Limit (As on 01.04.2022)	Maximum Salary
			<p>English and Malayalam.</p> <ul style="list-style-type: none"> <li>• Experience in working with multiple Stakeholders</li> <li>• Experience in Government/PSU will be preferred.</li> </ul>		
14	<p>Executive- HR &amp; Administration</p> <p><i>Vacancy: 01</i></p>	MBA with specialization in Human Resources	<ul style="list-style-type: none"> <li>• 3 Years of work experience in administration or in similar job roles.</li> <li>• Out of which, 2-year experience in procurement/logistics is mandatory.</li> <li>• Familiarity with procurement portals like GeM/CPRCS and e Tender Portal with hands on experience in tendering process.</li> <li>• Thorough knowledge in office procedures and practices and proficiency in MS Offices.</li> <li>• Exceptional verbal and written Communication skills in English and Malayalam.</li> <li>• Having good Interpersonal, Coordination, analytical and multi-tasking skills.</li> <li>• Decision making and problem-solving skills and ability to prioritize and execute tasks in a time bound manner.</li> </ul>	35 Years	Rs. 30,000
15	<p>Executive Assistant to MD</p> <p><i>Vacancy: 01</i></p>	Graduate with specialization in Human Resource/ Personal Management	<ul style="list-style-type: none"> <li>• 3 Years of work experience as an Executive Assistant or similar role assisting top leadership.</li> <li>• Proficiency of MS office suite and familiarity with office gadgets and digital applications are must.</li> <li>• Exceptional verbal and written Communication skills in English and Malayalam.</li> <li>• Outstanding organizational, Interpersonal and time</li> </ul>	35 Years	Rs. 30,000



Sl. No.	Post	Qualification	Experience#	Upper Age Limit (As on 01.04.2022)	Maximum Salary
			<p>Management skills</p> <ul style="list-style-type: none"> <li>Analytical skills with an attention to detail and ability to multitask with accuracy.</li> <li>Maintain discretion and confidentiality and ability to prioritize the tasks assigned.</li> <li>Social Media capabilities and liaising experience will be an added advantage.</li> <li>Experience in Government sector will be an added advantage.</li> </ul>		
16	Executive- Front Office <i>Vacancy: 01</i>	Graduate	<ul style="list-style-type: none"> <li>2 Years of post-qualification experience in Front Desk/Customer Service Management.</li> <li>Proficiency in MS Offices</li> <li>Exceptional verbal and written Communication skills in English and Malayalam.</li> <li>Excellent Interpersonal and stakeholder management skills.</li> <li>EPABX management and telephone etiquettes.</li> <li>Knowledge of office procedures mainly tapal management.</li> </ul>	35 Years	Rs. 25,000
17	CA to COO <i>Vacancy: 01</i>	Graduate	<ul style="list-style-type: none"> <li>2 Years of post-qualification experience in similar job roles.</li> <li>Proficiency of MS office suite ad familiarity with office gadgets and digital applications are must.</li> <li>Exceptional verbal and written Communication skills in English and Malayalam.</li> <li>Organizational and time management skills.</li> <li>Attention to detail and ability to prioritize tasks in time bound manner.</li> </ul>	30 Years	Rs. 25,000

Sl. No.	Post	Qualification	Experience <sup>#</sup>	Upper Age Limit (As on 01.04.2022)	Maximum Salary
18	OA cum Clerical Asst. to MD  <i>Vacancy: 01</i>	Plus Two	<ul style="list-style-type: none"> <li>• One Year of post qualification experience in similar job roles.</li> <li>• Good Command of English and Malayalam.</li> <li>• Computer typing skills.</li> </ul>	30 Years	Rs. 18,030

**# Only post qualification work experience of the candidate until 01.04.2022 will be considered.**

**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.
- KASE 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, 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. KASE reserves the right to fill or not to fill the post advertised.

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