K-DISC

KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL (K-DISC)
Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala

Centre for Management Development
(an autonomus institution under Government of Kerala)

No.CMD/KDISC/KKEM/002 /2025

February 03, 2025

NOTIFICATION

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. The Centre for Management Development (CMD), Thiruvananthapuram invites applications from qualified and competent candidates for appointment to the posts of **Programme Manager, Programme Executive** and **Programme Support Executive** on contract basis. The personnel selected will be appointed under the payroll of Centre for Management Development, Thiruvananthapuram and will be deployed for the activities of Kerala Knowledge Economy Mission (KKEM) of K-DISC. Interested candidates may apply by submitting their detailed CV through E-mail to the email address **kdiscrecruitment2025@gmail.com**. The last date for receipt of application through email will be February 12, 2025 (5:00 PM).

Kerala Knowledge Economy Mission:
The Kerala Knowledge-Economy Mission (KKEM) aims to provide employment to educated people and support knowledge workers under a single programme. The scheme will cover returnees who have lost their jobs abroad, those who have completed their studies here and have not been able to find employment. This scheme intends to provide skill around 20 lakh persons in the next 5 years by promoting innovative ideas, coordinate knowledge initiatives and equip young people with updated skills

DETAILS OF POSTS

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

Post	Programme Manager
Job Role	Programme Manager shall be responsible for the overall implementation of assigned project. He/She shall work with Senior Programme Manager to develop Skill Development Programmes. He/She shall be responsible for the placement of trained candidates
Number of Vacancies	05
Qualification and Experience	B Tech/MBA/MSW/Post Graduation in Science with a minimum of seven years of experience Desirable: Experience in working with Industry
Salary Range	Rs. 60,000/- to Rs.80,000/- per month
Location	Thiruvananthapuram
Upper Age Limit	35 years (as on 01.02.2025)
Responsibilities	1. Responsible for implementation of various skill projects and programmes. 2. Co-ordinate with various stakeholders to deliver skills programmes. 3. Work with Industry to understand the changing job nature and facilitate designing of Skills Programmes. 4. Curate candidates as per the requirements of Industry 5. Build Community based talent pool in various knowledge domains. 6. Track performance of programmes and projects 7. Prepare reports and Project proposal
Skills and Experiences	1. Should have Strong leadership, communication and collaboration skills. 2. 5+ years of experience in managing skilling projects is desirable. 3. Ability to deliver results within timeline. 4. Strong understanding about the skills and employment landscape. 5. Understanding about programme design and counselling. 6. Experience in preparing reports and project proposals. 7. Willingness to Travel

Post	Programme Executive
Job Role	Programme Executives shall be responsible for co-ordination of the assigned project. He/She shall work with

	various stakeholders and will ensure timely completion of tasks.
Number of Vacancies	04
Qualification and Experience	MBA/B Tech/Post Graduation in Science/Commerce/Arts with minimum three years of relevant experience
Salary Range	Rs. 30,000/- to Rs.40,000/- per month
Location	Thiruvananthapuram
Upper Age Limit	30 years (as on 01.02.2025)
Responsibilities	1. Scheduling of meetings with various stakeholders 2. Preparation of Documents and project reports 3. Tracking and analysis of Project performance 4. Co-ordination of activities with various stakeholders 5. Extend basic administrative supports such as preparing presentations, compositing emails etc. 6. Willingness to Travel
Desirable Experiences/Skills	1. Minimum 2 years of relevant experience in skilling projects 2. Good English Communication Skills both written and oral 3. Strong interpersonal and Collaborative skills 4. Ability to write project reports and documents

Post	**Programme Support Executive**
Number of Vacancies	06
Qualification	MBA/B Tech/Post Graduation in Science/Commerce/Arts
Salary	Rs. 30,000/-
Location	Thiruvananthapuram
Upper Age Limit	28 years (as on 01.02.2025)
Responsibilities	1. Scheduling of meetings with various stakeholders 2. Preparation of Documents and project reports 3. Tracking and analysis of Project performance 4. Co-ordination of activities with various stakeholders 5. Extend basic administrative supports such as preparing presentations, compositing emails etc.
Desirable Skills	1. Good English Communication Skills both written and oral 2. Strong interpersonal and Collaborative skills

	3. Ability to write project reports and documents
	4. Good presentation skills
	5. Willingness to Travel

Selection Methodology

- ➤ The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for further selection process will be prepared. The selection will be based on a Written Test, Skill Assessment (Computer Proficiency & Documentation Skills) and Interview of the shortlisted candidates. However, CMD reserves its right to opt for additional selection process, if required.
- ➤ 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 are satisfied as the prevailing rules of the organization. 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 candidature.
- ➤ KDISC/CMD reserves the right to shortlist only a limited number of candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.

General Instructions

- Applicant must be citizens of India.
- Candidates will have to send their updated Curriculum Vitae (CV) and copies of certificates proving qualification and experience while submitting the application.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying for the posts notified.
- Employees of CMD/KDISC need to submit their application along with NoC from CMD/KDISC.

- The qualification stipulated for the post must be from a recognised University / Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.

- Candidate should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- CMD is not responsible for any discrepancy in submitting the application. 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.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- KDISC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience / other notified eligibility requirements.
- 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 selection process 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.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext: 237,250 between 10 am and 5:30 pm on working days (Monday – Friday).
- CMD reserves the right to determine the selection process based on specific requirements. The selection process may include application screening, criteria-based screening, a written test, group discussion, skill test/proficiency test, an interview, or any combination of these methods.
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected

- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- CMD and engaging authorities reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether
- Rights for the rules for the cut off marks in all stages of recruitment are reserved by CMD
- The Competent Authority reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession.
- 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. K-DISC reserves the right to fill or not fill the post advertised.

03-02-2025

Sd/-
Authorized Signatory

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