



CENTRE FOR MANAGEMENT DEVELOPMENT

(An autonomous institution under Government of Kerala)

CMD/DUK/01/REC/22

29/09/2022

NOTIFICATION

Applications are invited from qualified and experienced candidates for appointment on contract basis for a period of 6 months (extended based on requirement and performance) for Kerala University of Digital Sciences, Innovation and Technology (Digital University Kerala). 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.kcmd.in). The online application submission link will open on **29/09/2022 (05.00 pm)**. The last date for submitting the online application will be **09/10/2022 (05.00 pm)**.

Sl. No.	Post	Qualification	Experience	Age Limit	Remuneration	Application Fee	No. of Vacancies
1.	Front Office Executive	Graduation from a recognized University with Computer Proficiency.	Minimum Three years of experience in Front Office Management. Candidate should have: i. Excellent communication skill in English and Malayalam (communication skill in Hindi will be an added advantage) ii. Experience in managing various clients/ stakeholders.	30 years	Rs. 25,000/- per month	Rs. 200/-	01

Sl. No.	Post	Qualification	Experience	Age Limit	Remuneration	Application Fee	No. of Vacancies
2.	Multi-Tasking Staff	The candidates must have passed Plus Two Examination or Equivalent from a recognized Board with Basic Computer Knowledge.	Any experience in Multi - Tasking will be added advantage.	30 years	Rs. 18,000/- per month	Rs. 100/-	05

Instruction / Information to Candidates:

1. 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.
 2. Canvassing in any form will lead to disqualification.
 3. **Only Post Qualification Work Experience of the candidate until 09/10/2022 will be considered.**
 4. **Age: Maximum age limit is fixed as follows;**
 - a). For the post of Front Office Executive: 30 years as on 09/10/2022.
 - b). For the post of Multi-Tasking Staff: 30 years as on 09/10/2022.
- Age relaxation for submission of application: 5 years for candidates belonging to SC/ ST and 3 years for OBC candidates.**
5. **Application fee (through online payment only):**
 - a). Rs. 200/- for the post of Front Office Executive.
 - b). Rs. 100/- for the post of Multi-Tasking Staff.
 6. CMD/ KUDSIT reserves the right to shortlist the number of candidates for test/group discussion/interview, as the case may be for the posts, based on the qualification and experience mentioned in the notification.
 7. If the number of candidates are more a written test will be conducted for shortlisting the candidates for interview.

8. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. 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.
9. CMD/ KUDSIT is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc shall not be entertained.
10. Candidates must upload their qualification certificates (SSLC, PLUS TWO, and DEGREE/DIPLOMA) and experience certificates while applying. If the candidate is not able to submit the experience certificate at the time of submitting the application, they need to upload an affidavit stating the number of years of experience and details of projects attended along with the copy of ID card and employee number of the current employment. Such candidates have to produce the original experience certificate at the time of joining.
11. Applications without the necessary documents attached will be summarily rejected.
12. **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 5mb size.**
13. The Qualifications should be from State/Central Recognized Board and UGC approved Universities/Technical Board/Institutions. The candidates who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant **Government Order** to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
14. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
15. **Appointment from the ranked list will be made in accordance with rules of reservation prescribed in the Rules 14 to 17 of Part II of Kerala State and Subordinate Services Rules, 1958 and in accordance with the rules made for the purpose from time to time.**
16. CMD/ KUDSIT reserves the right to review the contract on completion of Six months, based on requirement/performance.
17. CMD/ KUDSIT reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

Sd/-
Authorized Signatory