Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/006/2022 July 14, 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 post of **Executive Assistant to Director** 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 **July 29, 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 POST

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 Range*	Qualification	Experience (as on 01-07-2022)	Upper Age Limit (as on 01-07-2022)
1.	**Executive Assistant to Director** (Post Code: C/05/22) *(Number of vacancy: 01)*	Rs.25,000 to Rs.30,000/-	Masters in Business Administration /Economics/English or BTech/CS from a reputed Institution with excellent Computer Skills	Minimum 3 to 5 years of experience as Executive Assistant/ Company Secretary to Senior Management Officials. Preference shall be given to Candidates with experience in Business Development/Operations/Analysis.	36

* Shall be fixed by the Selection Committee based on the relevant experience, proficiency and suitability of the candidate

Duties & Responsibilities of the Position and Desired Skill Sets:

Duties & Responsibilities	To include, but not limited to assisting the Director in day to day operational activities, managing multiple tasks as assigned by the Director, scheduling of meetings, preparations of agendas, drafting official letters and minutes of meetings, preparation of concept notes, proposals for projects/studies/new initiatives, preparation of reports, documents and power point presentations, organizing travel arrangements, screening phone calls and enquiries and handling appropriately, undertaking ad-hoc research work as per directions, co-ordinating within departments, government departments, client organisations etc.
Desired Skill Set	Self-starter, smart with excellent writing and communication skills both written and verbal, organizing skills, interpersonal skills, adaptable and able to cope with work pressure, willing to travel and sit for extended hours for managing demands of volume of work, at times.

General Instructions

- The appointment will be on **Contract Basis for a period of one year**, which can be extended based on performance.
- 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 no 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