



Centre for Management Development

An Autonomous Institution under the Government of Kerala
CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/PGA/745/2025

April 02, 2025

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 **Admin Associate** in a language institute based in Kozhikode on **contract basis**. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to nifl.hr@gmail.com (**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 **April 10, 2025 (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 POSTS

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

Sl. No.	Post	Qualification	Requirements	Upper Age Limit (as on 01-04-2025)	Monthly consolidated Salary Range# (In Rs.)
1.	Admin Associate (Vacancy: 01)	Post - Graduation in any discipline.	Minimum One (1) year Professional experience preferably in language-based skill development projects Candidates will be expected to undertake responsibilities relating to general administration and student counselling .	40	25,000/-

Shall be fixed based on qualification and relevant experience of the Candidate

Note: Selection committee shall have the right to provide relaxation on qualification or age against experience

General Instructions

- 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.
- 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/-
Director**