



# Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram - 695 014

No.CMD/ HR/03/2025

May 29, 2025

## Recruitment Notification

The **Centre for Management Development (CMD)**, an autonomous institution under the Department of Industries and Commerce, Government of Kerala **urgently seeking** qualified candidates for the position of **Project Executive** on **contract basis** for a period of **20 months**. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to [hr@cmd.kerala.gov.in](mailto:hr@cmd.kerala.gov.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 **June 04, 2025 (05.30 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, and remuneration are given in the table below:

Sl. No.	Post	Qualification/ Experience	Requirements	Monthly consolidated Salary# (in Rs.)
1.	<b>Project Executive</b> <i>Location: Ernakulam (Vacancy - 01)</i>  (Post Code: C/03/25)	1) Postgraduate degree in Social Sciences/ Management. 2) Candidates having Post-graduation in Statistics/ Mathematics with exposure in social projects <ul style="list-style-type: none"><li>• Preference will be given to candidates with academic or professional experience in Community Development and Human Resource Management.</li></ul>	Desirable- relevant experience in community development projects, or human resource functions	Rs.25000/- to Rs.30000/- (based on qualifications and experience)

# shall be fixed based on qualification and relevant experience of the Candidate

### **Key Responsibilities:**

- Coordinate and manage project activities efficiently.
- Prepare timely and high quality progress reports and documentation.
- Engage with stakeholders, including government departments, organisations and institutional partners and public.
- Support planning, implementation, and monitoring of development programs.
- Assist human resource and administrative functions related to the project execution.

### **Required Skills:**

- Strong **report writing** and documentation skills.
- Competence in **human resource management**.
- Excellent communication and interpersonal skills.
- Ability to manage field activities and engage effectively with community stakeholders.
- Ability to work independently and as part of a team.

### **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**