



No.CMD/KIIFB/06/2025

May 28, 2025

RECRUITMENT NOTIFICATION

The Centre for Management Development (CMD) invites applications on behalf of the Kerala Infrastructure Investment Fund Board (KIIFB) from eligible and qualified candidates for filling up the positions of **Clerk cum Data Entry Operator at Project Appraisal Division (PAD) of KIIFB** on contract basis for a period of **6 months**. The desirous eligible candidates may apply through the link <https://forms.gle/J2R4zrYMMiURkhqL6>

Last date for submitting online application - 2nd June 2025 (5:00pm)

The eligibility requirements are given below:

Position	Qualification	Experience	Monthly Consolidated Pay
Clerk Cum Data Entry Operator <i>Upper Age Limit- 30 years</i> <i>Vacancy: 02</i>	Graduation in any discipline from a recognized university.	<ul style="list-style-type: none"> - Minimum of 2 years' experience in clerical or administrative support roles. - Experience in government or infrastructure-related environments will be considered an added advantage. - Preference will be given to candidates who possess: <ul style="list-style-type: none"> • Diploma or certificate in MS Office or Computer Applications. • Working knowledge of MS Office (Word, Excel, PowerPoint). • Familiar with document handling, filing systems, and data entry tasks. • Proficiency in typing (English and/or Malayalam) with reasonable speed and accuracy. 	Rs. 25,000/-

***Cut-off date for Age criteria and experience is 01.05.2025**

General Instructions:

- Applicants must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- Applicants must compulsorily fill-up all relevant fields of the application.
- **KIIFB/CMD shall not be responsible for any discrepancy in submitting the application.**

- Incomplete/incorrect application form will be summarily rejected. KIIFB/CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the online application form at the time of submission. 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 application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.
- **The qualification stipulated for the post must be from a recognized 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 applications shall not be considered.**
- 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.
- Candidates must upload their updated curriculum vitae (CV). Applications without the CV will be rejected.
- **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
- **Candidates must upload either the scanned copy of original certificate or the provisional certificate issued by a competent authority when submitting their educational qualification certificates. Uploading mark sheets, consolidated mark sheets, or statements instead of certificates will not be accepted, and such applications will be rejected.**
- 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 written test/proficiency assessment/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 online 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. Affidavit is applicable only for latest experience. Experience certificates submitted without specific information like date of joining, relieving, duties and responsibilities, signature and seal of authorised person will not be considered.**

- **CMD reserves the right to determine the selection process based on 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
- CMD/KIIFB 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/short listing in all stages of recruitment are reserved by CMD/KIIFB**
- The CMD/KIIFB reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.
- 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 pm on working days (Monday – Friday).

Sd/
Authorised Signatory