CENTRE FOR MANAGEMENT DEVELOPMENT

(An autonomous institution under Government of Kerala)

No.CMD/102/2018   October 17, 2018

NOTIFICATION

Applications are invited from qualified and competent candidates for appointment to various posts *(details of the posts given in table 1 below)*, **on contract basis for a period of one year for** a Government of India assisted project implemented by the State Government for the improvement of the nutritional status of the target group. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram *(www.cmdkerala.net)*. The online application submission link will open on **17.10.2018 (09.00 am).** The last date for submitting the online application will be **31.10.2018 (05.00 pm).**

Note: Candidates will have to attach 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 3 MB in size.

DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies at state/district/block level, remuneration, etc., are given in the table below.

A. State Project Management Unit – Headquarters *(Thiruvananthapuram)*

Code No.	Position	Qualification	Experience	Age limit (as on 01/09/2018)	Remuneration (in Rs. per month)
101	Consultant (**Planning, Monitoring and Evaluation**) *(No. of posts - 01)*	**Essential** i. PG Degree/Diploma in Management/Computer Applications/Computer Science or B.Tech./B.E. in IT/Computer Engineering or PG in Science with formal training on IT/Computer with at least 55 % marks. ii. Excellent oral and written communication skills in English and conversant in the local language. iii. Good computer skills. **Desirable** i. Knowledge of statistical software packages (e.g. SPSS, STATA, etc.). ii. Knowledge of Project Management techniques.	**Essential** i. At least 3 years' experience in IT/ICT systems implementation and analysis. ii. Project management experience. iii. Extensive experience in development and implementation of web based applications and mobile applications and demonstrated knowledge and proficiency in M&E methodologies. iv. Experience of working with Government/Government organizations/Government Projects. **Desirable** i. 5 years of experience in IT system implementation and analysis. ii. Experience in managing large scale technology implementation in Government. iii. Experience in implementation of mobile technology for community health or nutrition (m-health) programmes.	35 years	Rs. 60,000/- Annual increase @ 3% of remuneration, subject to performance of the Consultant.

Code No.	Position	Qualification	Experience	Age limit (as on 01/09/2018)	Remuneration (in Rs. per month)
102	Consultant (**Health and Nutrition**) *(No. of posts - 01)*	**Essential** i. PG Degree in Nutrition/ Public Health/Community Medicine with at least 55% marks. ii. Expertise in MS Office including Word, Excel and PowerPoint. iii. Excellent oral and written communication skills in English and ability to converse in local language. **Desirable** i. Knowledge of Project Management techniques.	**Essential** i. At least 3 years' experience in planning, implementation and monitoring of nutrition programmes /similar government programmes. ii. For applicants with Ph.D. (in Nutrition related subjects), 3 years of Doctoral time would be counted as 3 years of experience. iii. Good understanding of decentralised planning and supportive supervision. iv. Experience of working with Government/Government organisations/inter-organisations. **Desirable** i. 5 years of experience working in Nutrition/Public Health/Social development programmes. ii. In-depth knowledge of key nutrition issues and nutrition programmes.	35 years	Rs. 60,000/- Annual increase @ 3% of remuneration, subject to performance of the Consultant.
103	Consultant (**Financial Management**) *(No. of posts - 01)*	**Essential** i. CA/CS/CMA (CWA) or MBA (Finance) from reputed institution with at least 55 % marks. ii. Expertise in MS Office including Word, Excel and PowerPoint. iii. Expertise in double entry	**Essential** i. At least 3 years' post qualification experience out of which 1 year should be in Government/ PSU/International Donor agencies. ii. Exposure to budgeting, audit and treasury functions. iii. Knowledge of state budgetary, treasury and finance rules.	35 years	Rs. 60,000/- Annual increase @ 3% of remuneration, subject to performance of the Consultant.

Code No.	Position	Qualification	Experience	Age limit (as on 01/09/2018)	Remuneration (in Rs. per month)
		book keeping. iv. Knowledge in accounting packages such as Tally.	**Desirable** i. 5 years of experience in finance management. ii. In-depth knowledge and expertise in financial management, internal controls/systems development & implementation, government treasury accounting, auditing & reporting, taxation, general management and ability to resolve problems or situations that requires the exercising of good judgement.		
104	Consultant (**Capacity Building & BCC**) *(No. of posts - 01)*	**Essential** i. PG degree in Social Sciences/Health Communication/Mass Communication/Rural Development that includes courses on training/capacity building management in nutrition/public health with at least 55% marks. ii. Expertise in MS Office including Word, Excel and PowerPoint. iii. Excellent oral and written communication skills in English and ability to	**Essential** i. At least 3 years' experience in planning and implementing behaviour change communication and capacity building interventions in public health/nutrition programmes. ii. Professional experience in planning, implementation and monitoring of training programmes at state and district levels. iii. Experience of working with Government/Government organizations/international agencies. **Desirable** i. 5 years of experience of working in nutrition/public health/ social	35 years	Rs. 60,000/- Annual increase @ 3% of remuneration, subject to performance of the Consultant.

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		converse in local language. **Desirable** i. Good knowledge and understanding of public health/nutrition programmes. ii. Knowledge of project management techniques.	development programmes.		
105	Consultant (**Procurement**) *(No. of posts - 01)*	**Essential** i. PG degree/Diploma in Supply Chain Management with MBA/MBA with specialization in Operations/Supply Chain Management. ii. Problem solving skills. iii. Good oral and written communication skills in local language. iv. Computer literacy a must.	**Essential** i. At least 4 years' experience in supply chain management and procurement planning. ii. Experience of working with frontline workers of Government Department and training on IT/Mobiles/ Computer. **Desirable** i. 5 years' experience in working on technology and software application support. ii. Proven ability to successfully handle multiple tasks, specially IT and Supply Chain Management, within a team with attention to detail.	35 years	Rs. 60,000/- Annual increase @ 3% of remuneration granted, subject to performance of the Consultant.
106	Accountant *(No. of posts - 01)*	**Essential** i. PG degree in Commerce/Accounting/ CWA-Inter/CA Inter with	**Essential** i. At least 3 years' experience in accounting with exposure in budgeting & audit, out of which 1	30 years	Rs. 30,000/- Annual increase @ 3%

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		at least 50% marks. ii. Expertise in MS Office including Word, Excel and PowerPoint. iii. Expertise in double entry book keeping and preparation of financial statement. iv. Knowledge in Tally or similar accounting packages.	year should be in Government/PSU. **Desirable** i. 5 years' experience in accounting with exposure in budgeting & auditing. ii. Knowledge of administrative system and procedures of the Central Government, any accounting software will be an added advantage.		of remuneration granted, subject to performance of the Accountant.
107	Project Associate *(No. of posts - 01)*	**Essential** i. Graduate in Computer Science or IT. ii. Formal training in IT/mobile applications. iii. Good oral and written communication skills in local language. iv. Computer literacy must. **Desirable** i. PG Degree in Computer Science or IT with 3 years' experience in application maintenance and support. ii. Problem solving skills.	**Essential** i. At least 2 years' work experience in the relevant field. ii. Experience in working with technology and software application support. iii. Previous experience in working with front line workers of Government Department and training on IT/Mobiles/Computer. **Desirable** i. Proven ability to successfully handle multiple tasks within a team environment and great attention to detail.	30 years	Rs. 25,000/- Annual increase @ 3% of remuneration subject to performance.

B. District Project Management Units *(District Headquarters of Kasargod, Kannur, Wayanad and Malappuram)*

Code No.	Position	Qualification	Experience	Age limit (as on 01/09/2018)	Remuneration (in Rs. per month)
201	District Coordinator *(No. of posts - 04)*	**Essential** i. Graduation in Computer Science or IT. ii. Good oral and written communication skills in local language. iii. Computer literacy must. iv. Willingness to travel extensively. **Desirable** i. Formal training on IT/computer/mobile phones. ii. Great attention to detail and problem solving skills.	**Essential** i. At least 5 years' experience in application maintenance & support. **Desirable** i. 4 years' experience in application maintenance and support. ii. Experience working with technology and software application support. iii. Proven ability to successfully handle multiple tasks within a team environment.	30 years	Rs. 30,000/- Annual increase @ 3% of remuneration, subject to performance.
202	District Project Assistant *(No. of posts - 04)*	**Essential** i. Graduate Degree/Post Graduate Diploma in Management/Social Sciences/Nutrition. ii. Good oral and written communication skills in local language and fair skills in English.	**Essential** i. Minimum 3 years work experience of capacity building, with supervisory skills. **Desirable** i. 3 years' experience of working in social program.	30 years	Rs. 18,000/- Annual increase @ 3% of remuneration, subject to performance.

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		iii. Good computer skills/knowledge of internet/email. iv. Ability to work in a team and willingness to travel extensively.	ii. Experience of working on Government Programs in the social sector - Health, Nutrition, Education, Water and Sanitation.		

C. Block level (To be stationed at the block headquarters of 4 districts – Malappuram, Wayanad, Kannur and Kasargod)

Code No.	Position	Qualification	Experience	Age limit (as on 01/09/2018)	Remuneration (in Rs. per month)
301	Block Coordinator *(No. of posts - 36)*	**Essential** i. Graduation in Science/Engineering/ Technology. ii. Good oral and written communication skills in local language. **Desirable** i. Formal training on IT/computer/mobile phones. ii. Attention to detail and problem solving skills.	**Essential** i. At least 3 years of experience working with technology and software application support in implementation of Government projects. **Desirable** i. Worked with front line workers in any Social Development Program of Government. ii. Proven ability to successfully handle multiple tasks within a team environment.	30 years	Rs. 20,000/- Annual increase @ 3% of remuneration, subject to performance.

Code No.	Position	Qualification	Experience	Age limit (as on 01/09/2018)	Remuneration (in Rs. per month)
302	Block Project Assistant *(No. of posts - 36)*	**Essential** i. Graduation in Science/Engineering/ Technology. ii. Good oral and written communication in local language **Desirable** i. Attention to detail and problem solving skills.	**Essential** i. At least 1 year experience of working with Community/Local Government. **Desirable** i. Worked with front line workers in any Social Development Program of Government. ii. Proven ability to successfully handle multiple tasks within a team environment.	30 years	Rs. 18,000/- Annual increase @ 3% of remuneration, subject to performance.

Note:

1. The selection procedure may consist of written examination for shortlisted, if substantial applications for any posts are received.
2. The Degree/PG Degree/Diploma acquired through regular class room teaching alone will be acceptable. Those acquired through correspondence/contact classes etc., will be rejected. The degrees should be from a recognized University.
3. The experience certificate issued by private firms/organizations/NGOs should be supported by the details of salary drawn through banks for the first and last months when the candidate was engaged by the organization.
4. The document in original has to be produced at the time of interview of those candidates called for Interview/Group Discussion.
5. No TA/DA shall be paid for written test/interview/GD.
6. For district/block level posts, person with own two wheeler will be given weightage during interview (Documents to be produced at the time of interview, if selected).
7. Candidates should be willing to travel extensively and also willing to work overtime, if needed. All vacancies at the District Project Management Units are reserved for candidates from the respective District. However, if a situation arises whereby the vacancy cannot be filled by candidates within the district, candidates from adjacent districts may be considered.

8. For the block level vacancies, preference will be given to candidates residing within the respective Block Panchayath. For vacancies in the Kannada speaking blocks of Kasargod district, candidates should have language skills in Kannada and Malayalam.

9. 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.

10. Candidates' previous experience in Government/Government's Social/Other Projects is essential.

11. Candidates should have good written and oral communication skills in English, Malayalam and Local Languages in the project area.

12. Centre for Management Development and the Nodal Department at Government of Kerala reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post, based on marks secured in their qualifying examination and experience. Candidate should clearly mention the marks scored in the qualifying examination while filling the application. The conversion of grade/CGPA to percentage should be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.

13. Canvassing in any form will lead to disqualification. 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. The Nodal Department at Government of Kerala reserves the right to fill or not fill the post advertised.

14. Selected Candidates will have to undergo periodic performance appraisal/evaluation by an external agency and the service of candidates who fail to meet the desired performance level shall be terminated at any stage during the contract period.

15. Candidates are advised to note that only post qualification work experience of the candidates from reputed/established organizations until **30/06/2018** will be considered.