CENTRE FOR MANAGEMENT DEVELOPMENT
THIRUVANANTHAPURAM
(An autonomous institution under Government of Kerala)

No. CMD/KSPB/01/2025   July 30, 2025

NOTIFICATION

The **Centre for Management Development (CMD)** is an autonomous institution under the Government of Kerala which provide management consultancy, project management, and training that caters to the needs of both the Central and State Governments, local self-governments, development agencies and institutions in the private and public sectors.

On behalf of **Kerala State Planning Board**, the Centre for Management Development (CMD) invites applications from qualified and competent candidates to various positions on **contract basis.** The selected candidates will be deployed for Planspace 2.0 Project. Interested candidates may apply **ONLINE** through the website of the Centre for Management Development (CMD), Thiruvananthapuram (**www.cmd.kerala.gov.in**) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

Start date for submitting online application	**July 30, 2025 (10:00 A.M.)**
Last date for submitting online application	**August 13, 2025 (05:00 P.M.)**

The details of posts, no. of vacancies, eligibility criteria and monthly consolidated pay are as given below:

Sl. No.	Post	Qualification & Skills	Experience (as on 01.07.2025)	Upper age limit (as on 01.07.2025)	Monthly Consolidated Pay
1	Team Leader Vacancy -01	1. Bachelor's / master's degree in information systems, Computer Science or a related field. 2. Strong interpersonal and communication skills with stakeholder-facing experience. 3. Experience coordinating with external vendors and managing delivery timelines. 4. Ability to manage multiple streams of work and balance strategic and operational responsibilities. 5. Experience with financial management applications is desirable. 6. Experience with Jira, Confluence, or similar collaboration tools is an asset.	Minimum 7 years of experience in business analysis and technical project management.	60 years	Rs. 75,000/-

Sl. No.	Post	Qualification & Skills	Experience (as on 01.07.2025)	Upper age limit (as on 01.07.2025)	Monthly Consolidated Pay
		Technical Requirements: 1. Proficient in Microsoft Excel (advanced formulas, pivot tables, data modelling). 2. Experience with PostgreSQL for data extraction and analysis. 3. Skilled in building visual dashboards and reports in Power BI. 4. Understanding of web application architecture and support workflows.			
2	Sr. Technical Assistant Vacancy -01	1. BTech/MCA /Graduation with PGDCA 2. Capacity to analyse a wide range of user requirements and create specifications for a variety of database applications and system-level updates. 3. Understanding of budgeting, and performance monitoring frameworks. 4. Experience coordinating with cross-functional teams, including government agencies, IT teams, and third-party vendors. 5. Experience in creating user support materials and conducting training programs.	5 years of experience with e governance system for implementation and monitoring of government programs.	45 years	Rs. 32,550/-
3	Technical Assistant Vacancy -14	1. BTech/MCA /Graduation with PGDCA 2. Outstanding communication skills, both written and verbal, to engage with end users, technical teams, and government representatives. 3. Capacity to simplify and provide actionable insights for non-technical stakeholders.	2 years of experience with e governance system for implementation and monitoring of government programs.	45 years	Rs. 25,750/-

Instructions for Scanning of Photograph & Signature

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 kB in *.JPG format only].
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 kB in *.JPG format only].
- The candidate has to scan his/her full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not by any other person.

General Instructions

- Applicant 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 online.
- **KSPB/CMD shall not be responsible for any discrepancy in submitting the online application.**
- Applicants must compulsorily fill-up all relevant fields of the online application.
- Incomplete/incorrect application form will be summarily rejected. KSPB/CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the 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 online application form do no 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.
- **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 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.

- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.

- CMD/KSPB 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/shortlisting in all stages of recruitment are reserved by CMD/KSPB.**

- The CMD/KSPB reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.

Sd/-

Authorized Signatory