



Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/002/2023

February 17, 2023

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 posts of **Placement Officers** in Norka Roots on contract basis. Interested candidates may apply by sending detailed Curriculum Vitae (CV) to **hr@kcmd.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 **February 28, 2023 (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 01-01-2023)	Monthly consolidated Salary Range# (in Rs.)
1.	Placement Officer (Post Code: C/02/23) (Vacancy: 02)	Regular MBA from reputed Institution.	Minimum One year post qualification experience in skill training from reputed Skill training agencies.	35	30000

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

Job Description

- Placement Officers should be part of NIFL to ensure the linkage between the opportunities offered by foreign employers and the students of NIFL.
- Design and develop the placement pathways for the NIFL students and ensure timely movement immediately after the successful completion of the language courses.
- The placement officers should work closely with the recruitment division of Norka Roots.
- The communication with foreign employers should be only by the recruitment division.
- The placement Officer must ensure that the maximum number of NIFL students is migrated through Norka Roots itself.

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- The performance of the placement Officer will be evaluated based on the volume of overseas placements/developments.
- 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**