THE KERALA NON RESIDENT KERALITES' WELFARE BOARD

(A statutory body established under the Non-Resident Keralites' Welfare Act, 2008, Government of Kerala)

CMD/KNRKWB/C/01/REC/23   20/02/2023

NOTIFICATION

Applications are invited from qualified and experienced candidates for appointment on contract basis for The Kerala Non Resident Keralites' Welfare Board. Interested candidates may apply via **ONLINE** mode only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram *(www.kcmd.in).*The online application submission link will open on **20/02/2023 (05.00 pm).** The last date for submitting the online application will be **06/03/2023 (05.00 pm).**

Sl. No.	Designation & Responsibilities	Qualification, Experience & Remuneration
1.	**a) Accounts Officer** No. of Vacancy : 01	**Essential qualification**: Charted Accountant from the Institute of Chartered Accountants of India (ICAI) **Essential Experience:** More than three year of post qualification experience in relevant field. **Term of Appointment:** Initially for one year (as per the contractual terms) **Pay:** Consolidated pay up to Rs. 70,000/- per month. On the basis of qualification, skill and experience. **Maximum Age Limit :** 50 Years as on **06/03/2023** **Responsibilities:** The Accounts Officer shall be responsible for the maintenance of Accounts, Financial Management etc. He/she shall be responsible to co-ordinate and reconcile the collection of payments and disbursements relating to Welfare Schemes as well as Pravasi Dividend Scheme of the Board and render suitable advice for the financial discipline and all the matters relating to finance, income, Tax, GST etc w.r.t Act and Rules .
2.	**a) IT & System Manager** No. of Vacancy : 01	**Essential qualification**: Engineering or Bachelor's Degree in Computer Science, or a related field. **Experience:** 1. Experience in CodeIgniter/Laravel Framework, Postgress SQL, JavaScript and jQuery. 2. Experience in Web services with PHP, performing unit testing and managing APIs such as REST. 3. Practical experience using the MVC architecture. **Term of Appointment:** Initially for one year (as per the contractual terms)

Sl. No.	Designation & Responsibilities	Qualification, Experience & Remuneration
		Pay: Consolidated pay up to Rs. 60,000/- per month. On the basis of qualifications, skill and experience. **Maximum Age Limit :** 45 Years as on **06/03/2023** **Required skills:** • Understanding the fully synchronous behaviour of PHP. • Solid understanding of application design using CodeIgniter/Laravel. • Knowledge of database design and querying in SQL. • Proficiency in HTML ad JavaScript. • Knowledge of HTML 5, CSS and Bootstrap 4. • Good understanding on Cloud Infrastructure. • Good understanding on CRM module and campaigning activities. • Good communication skills. **Preferred Candidate** • More than three year of professional experience. • Certifications on System/Cyber Security and System Administration. • Immediate Joiner (15 days)

Mode of Appointment:

- One Year contract which may be extended based on performance and requirement.

Instruction / Information to Candidates:

- 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.
- Canvassing in any form will lead to disqualification.
- **Only post qualification work experience of the candidate until 06/03/2023 will be considered.**
- CMD/ KNRKWB reserves the right to shortlist the number of candidates for test/group discussion/interview, as the case may be for the posts, based on marks secured in their qualification and experience mentioned in the notification.
- If the number of candidates are more a written test will be conducted for shortlisting the interview.

- Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. 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.

- CMD/ KNRKWBis not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc shall not be entertained.

- Candidates must upload their qualification certificates (SSLC,PLUS 2, and DEGREE/DIPLOMA) and experience certificates while applying. If the candidate is not able to submit the experience certificate at the time of submitting the application, they need to furnish an affidavit stating the number of years of experience and details of projects attended and a copy of ID card and employee number. Those candidates have to produce the original experience certificate before joining. Those who failed to upload the certificates shall be summarily rejected.

- **Candidates will have to upload 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 5mb size.**

- The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant **Government Order** to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.

- Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.

- KNRKWBreserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.

- Although the Contract is generally for one year or up to completion of the projects at hand, extendable based on requirement, the KNRKWB reserves the right to review the contract on completion of 11 months, based on requirement/performance.

Sd/-

Authorized Signatory