



**KERALA STATE WOMEN'S DEVELOPMENT
CORPORATION LIMITED**
(Dept. of Women & Child Development, Govt. of Kerala)



CENTRE FOR MANAGEMENT DEVELOPMENT
(An Autonomous Institution under Government of Kerala)

No.CMD/KSWDC/02/2024

28.02.2024

NOTIFICATION

The Centre for Management Development (CMD) invites applications from qualified and competent candidates for the position of **Executive Secretary to MD on Contract Basis**. The selected candidate will be deployed to support the activities of Kerala State Women's Development Corporation Limited (KSWDC) established with an aim of expanding economic and social opportunities for the women of the State, especially those belonging to the marginalized and downtrodden sections of society through Centre for Management Development (CMD). 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.cmd.kerala.gov.in). The online application submission link will be open on **28/02/2024 (10.00 A.M.)**. The last date for submitting the online application will be **10/03/2024 (05.00 P.M.)**.

The details regarding the qualification, experience required, upper age limit, remuneration are given below:

Sl. No.	Post	Qualification	Experience	Monthly Remuneration	Upper Age Limit(As on 01/01/2024)
1.	Executive Secretary to MD	Post- Graduation in any discipline with excellent proficiency in computer. Proficiency in typing English & Malayalam (Candidate should possess good oral and written communication skills in Malayalam & English)	Minimum 1 year experience (Preference shall be given to candidates with experience as Executive Assistant/Personal Assistant/Secretary)	Rs. 20,000/-p.m	36 years (Relaxation is applicable for OBC(3 yrs) and for SC/ST (5 yrs))

GENERAL INSTRUCTIONS

Application fees:

1. **Candidates applying for the post of Executive Secretary to MD have to remit an amount of Rs. 224/- plus Transaction Charges through online.**
2. Candidates should apply through online mode only.
3. Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category/post other than the one in which applied will be entertained.
4. **Only post qualification work experience of the candidates will be considered for the post of Executive Secretary to MD.**
5. **Educational qualifications should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies.**
6. **The candidate must possess Certificates of the necessary qualification at the time of submission of application.**
7. **Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail ID of the candidate.**
8. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after the submission.
9. The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/Marksheets/Identity proof. Any change/alteration found may disqualify the candidature.
10. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, E-mail ID, Qualification, Experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or incomplete details in the application or omission to provide the required details in the application form.
11. **If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.**
12. Any information submitted by an applicant in his/her application shall be binding on the candidate personally and he/she shall

be liable for prosecution/civil consequences in case the information/ details furnished by him/her are found to be false at a later stage.

13. Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be uploaded. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.
14. Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
15. Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
16. While applying online for the post, the applicant should ensure that he/she fulfills the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/ are detected even after appointment, his/her services are liable to be terminated.
17. Intimations will be sent by e-mail and/or SMS only to the e-mail ID and mobile number registered in the online application form. CMD shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, e-mail address, and technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e- mail account from time to time during the recruitment process.
18. Canvassing in any form will be a disqualification

**Sd/-
Authorised Signatory**