

KERALA CASHEW BOARD LIMITED
Headquarters at Kollam
Chalachithra Kalabhavan Building
1st Floor, Vazhuthacaud, Thiruvananthapuram

NOTIFICATION

Kerala Cashew Board Limited, Headquartered at Kollam, set up by Government of Kerala, requires Company Secretary, Manager (Finance), Manager (Procurement & Marketing), Manager (Systems), Management Associates, Personal Executive to Chairman **on contract basis for 11 months**. The last date for the receipt of application is **23rd October, 2017**. The details are as follows:

Details of Posts:

The details of number of post, qualifications required, age, salary, period of appointment are indicated below:

Sl. No.	Post	No. of Post	Qualifications Required	Age	Monthly Salary	Contract Period
1	Company Secretary	1	1. ACS 2. Minimum 3 years post qualification experience in companies covering under the Companies Act	Below 40 years	Consolidated amount of Rs.35,000/-	11 months
2	Manager (Finance)	1	1. A member of the Institute of Chartered Accountants of India 2. Minimum 5 years post qualification experience	Below 40 years	Consolidated amount of Rs.45,000/-	11 months
3	Manager (Procurement & Marketing)	1	1. MBA (International Trade/International Business Management/ Marketing) 2. Minimum 5 years post qualification experience in International Trade	Below 40 years	Consolidated amount of Rs.30,000/-	11 months
4	Manager (Systems)	1	1. BE/B.Tech in Computer Science/IT 2. MBA in Information System/ System Management (desirable) 3. 5 years experience in Systems Development and Management	Below 40 years	Consolidated amount of Rs.40,000/-	11 months
5	Management Associate	3	1. B.Sc (Computer Science)/BCA with 2. Minimum one year post qualification experience (proficiency in computerized office tools, business analysis, etc. is essential)	Below 30 years	Consolidated amount of Rs.25,000/-	11 months

6	Personal Executive to Chairman	1	1. MBA (Marketing)/ MBA(HR) 2. Minimum two years post qualification experience (proficiency in computerized office tools, business analysis, etc. is essential)	Below 30 years	Consolidated amount of Rs.30,000/-	11 months
Total		8				

Note: Proficiency in computer, Malayalam and English is must for all the above post

General Instructions to Candidates:

How to apply	<p>Application forms can be downloaded from the Website (www.cmdkerala.net). Filled in application form along with the following documents should be send by post to the address given below:</p> <p style="text-align: center;">PO Box No 436 Thycaud P.O Thiruvananthapuram-14</p> <ul style="list-style-type: none"> • Prescribed application form with recent photograph pasted • Self-attested copies of certificates to prove age, qualification and experience • The envelope should be superscribed as “APPLICATION FOR THE POST OF IN KERALA CASHEW BOARD”. • The application with all details should reach the above mentioned address on or before 23rd October- 2017. • Sending of application other than through the prescribed mode mentioned herein will not be accepted.
Application Fee	Nil
<p>Kerala Cashew Board reserves the right to reject the candidature / cancel this appointment at any stage without assigning any reason. In case of more candidates a written test will be conducted for the selection process.</p>	