



# CENTRE FOR MANAGEMENT DEVELOPMENT

(An Autonomous Institution under the Government of Kerala)

No.CMD/AB/09/2021

October 08, 2021

## **NOTIFICATION**

The Centre for Management Development (CMD), an autonomous institution under the Government of Kerala on behalf of one of its client (an autonomous body of Government of Kerala) invites **Online applications** to the posts of **Designer** and **Content Developer** on **Annual Contract** basis. Qualified and Interested candidates may apply by filling the prescribed application form given in the website [www.cmdkerala.net](http://www.cmdkerala.net). The details regarding the posts are given below.

**Starting date of Online application submission: 09/10/2021 (09:00 A.M.)**

**Last date for submitting Online application: 18/10/2021 (05:00 P.M.)**

### **DETAILS OF POSTS**

<b>Sl. No.</b>	<b>Name of Posts</b>	<b>Qualification</b>	<b>Experience#</b>	<b>Consolidated Monthly Pay (Rs.)</b>
1.	Designer <i>No. of Vacancies: 01</i>	Bachelor of Arts or Fine Arts or Graphic Arts with Diploma in Animation and software knowledge in Photoshop, Illustrator, Indesign and Corel Draw	Minimum 5 years' experience as Graphic Designer. Preference shall be given to those having minimum 3 years' experience in Government Departments/Govt. Agencies/Quasi Govt. Institutions.	30,000/-

Sl. No.	Name of Posts	Qualification	Experience#	Consolidated Monthly Pay (Rs.)
2.	Content Developer <i>No. of Vacancies: 01</i>	Degree in any subject with Diploma in Journalism/Public Relations/Mass Communication  Or  a recognized Degree in Journalism/Public Relations/Mass Communication.  Working Knowledge in Computers especially in MS Office	Minimum 2 years' experience as Content Developer/Writer in a reputed print media/News Agency/Govt. Departments/Government Agencies/Quasi Government Institutions.  Preference will be given to those with proficiency in handling both English & Malayalam languages with good writing skills.	20,000/-

*#only Post-qualification experience will be considered, as on 01.10.2021*

#### **Instructions for Scanning of relevant documents: -**

- 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 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.
- Identity Card: scanned image shall be less than 50 KB in \*.JPG format only
- Qualification and Experience Certificate: scanned image shall be less than 300 KB in \*.JPG format only

#### **Instructions for applicants**

- 1) The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and enter the particulars completely Online.
- 2) CMD is not responsible for any discrepancy in submitting the application through Online.
- 3) Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online.
- 4) Incomplete/incorrect application form will be summarily rejected. CMD under any circumstances will not entertain the information, if any,

furnished by the applicant 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.**

- 5) 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 not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- 6) CMD reserves the right to fill or not fill the post advertised.
- 7) 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/Group discussion/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.
- 8) **The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate. Those who does not possess the current experience certificate shall upload an Affidavit along with the Name of the applicant, Name of the organisation, designation, tasks and responsibilities of the job, date of joining etc. shall be mentioned.**

**Sd/-  
Authorised Signatory**

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