



Centre for Management Development

An Autonomous Institution under the Government of Kerala

CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/ADMN/009/2022

August 26, 2022

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 position of **Consultant (Industrial engineering and Social Science Research)** on contract basis. Interested candidates may apply by sending detailed curriculum vitae (CV) by email to **hr@kcmd.in**. The details regarding qualification, experience and other relevant requirements for the position are given below. The last date for receiving email application along with CV is **September 3, 2022 (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 POST

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below:

Sl. No.	Post	Monthly Consolidated Pay Range*	Qualification	Experience (as on 01-07-2022)	Age
1.	Junior Consultant- Industrial Engineering Post Code: C/08/22 Number of Vacancy (1)	Rs. 30000/- to Rs. 50000/-	M. Tech. in Industrial Engineering or B. Tech. in Industrial Engineering with MBA (full time) from reputed & recognized institutions.	The ideal candidate will have experience of 3 to 5 years in carrying out consultancy assignments/studies in Organizational, HRM and Industrial Engineering areas in Companies & other Institutions OR on the job experience as Industrial Engineer in reputed organizations for 3 to 5 years. The experience should cover design/review of Organization Structures, Work Study (Methods, Time & Motion, Manpower Assessment, Process/ Work Flow Improvement, Job Scheduling, etc.), design of Incentive Schemes, Promotion Policy and HR Policies.	35
2.	Consultant- Social Science Research Post Code: C/09/22 Number of Vacancy (1)	Rs.40000/- to Rs. 60000/-	Ph. D. in Social Science or Master's degree in Social Work/Sociology	The candidate with Ph. D. needs to have a minimum of 3 years post qualification experience in research/consultancy assignments. The candidates who hold masters in Social Work/Sociology should have a minimum of 6 years post qualification experience in research/consultancy assignments. The experience should cover preparation of project proposals, developing research methodology and data collection tools, field level data collection, data analysis using various data analysis packages/techniques, report preparation and presentation	45

* Shall be fixed by the Selection Committee based on the relevant experience, proficiency and suitability of the candidate

Duties & Responsibilities of the Position and Desired Skill Sets:

Knowledge	<p>Consultant: The candidate shall have good knowledge in the relevant subject and social science research design. Should have exposure in conducting social science research activities and proficiency in various data analysis packages.</p> <p>Junior Consultant: The candidate shall have good knowledge of organizational/ management strategies, systems and practices across various types of organizations including Corporates. Should be acquainted with Human Resource Management strategies and Personnel policies, and have excellent exposure to various Industrial Engineering techniques including Work Study and Manpower Assessment methodologies.</p>
Duties & Responsibilities (for both Consultant and Junior Consultant)	To include, but not limited to assisting the Director in day to day operational activities, managing multiple tasks as assigned by the Director, scheduling of meetings, preparations of agendas, drafting official letters and minutes of meetings, preparation of concept notes, proposals for projects/studies/new initiatives, preparation of reports, documents and power point presentations, organizing travel arrangements, screening phone calls and enquiries and handling appropriately, undertaking ad-hoc research work as per directions, co-ordinating within departments, government departments, client organisations etc.
Desired Skill Set (for both Consultant and Junior Consultant)	Self-starter, smart with excellent writing and communication skills both written and verbal, organizing skills, interpersonal skills, adaptable and able to cope with work pressure, willing to travel and sit forextended hours for managing demands of volume of work, at times.

General Instructions

- The appointment will be on **Contract Basis for a period of one year**, which can be extended based on performance.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- 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. If the particulars furnished in the on-line application form do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- 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/-
Administrative Officer