# KERALA ACADEMY FOR SKILLS EXCELLENCE

*(Skill Development Mission of Government of Kerala)*

No. CMD/KASE/005/2022 29/07/2022

## NOTIFICATION

The **Kerala Academy for Skills Excellence (KASE),** the State Skill Development Mission, under Department of Labour and Skills, Government of Kerala, invites applications from qualified and competent candidates for appointment to various posts on **contract basis.** 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.cmdkerala.net).** The details are given below. The online application submission link will open on **30/07/2022**(**10.00 AM**). The last date for submitting online application is **13/08/2022 (05.00 PM).**

***It is hereby expressly stated that the recruitment for selection to the posts of Manager - Projects & New Initiatives, Manager - Skill Development, Manager - IEC, Company Secretary, Executive - HR & Administration and Executive - Accounts, in response to the Recruitment Notification No. CMD/KASE/004/2022 dated 27.04.2022 stands cancelled. Candidates who have already applied for the aforementioned posts in response to the notification No. CMD/KASE/004/2022 dated27.04,2022 shall submit applications afresh if they satisfy the eligibility criteria prescribed in this notification.***

***Note:*** *Candidates will have to upload their updated CV, 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 50kB. The CV and the copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3MB size.*

## DETAILS OF THE POST

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

| Sl. No. | Post | Qualification | Experience# | Upper Age Limit (As on 01/07/2022) | Maximum Salary |
|---|---|---|---|---|---|
| 1 | Manager (HR and Placements)<br><br>*Vacancy: 01* | Full time MBA in HR and Marketing | • Minimum 10 years of post-qualification experience.<br>• Out of which, minimum 5 years in a managerial role.<br>• Having 5 years' experience in HR or related operations<br>• Experience in overseas recruitment process preferably in public sector will be an added advantage | 45 Years | Rs. 70,000 |
| 2 | Manager-Projects & New Initiatives<br>*Vacancy: 01* | Full time MBA | • Minimum 10 years of post-qualification experience<br>• Out of which, minimum 5 years in a managerial role leading a project team of not less than 5 members<br>• Having 3 years' experience in working leadership capacity and managing Industrial Relations/related Stake holders preferably in skilling or related sectors<br>• 4 years of experience in Managing Projects is compulsory.<br>• 4 years' experience in Government/PSU is preferable<br>• Should have excellent communication and coordination skills.<br>• Strong sense of responsibility, Knowledge of Project Management Principles and practices. | 45 Years | Rs. 70,000 |

| Sl. No. | Post | Qualification | Experience# | Upper Age Limit (As on 01/07/2022) | Maximum Salary |
|---|---|---|---|---|---|
| | | | • Self-driven and proactive with excellent relationship management skills.<br>• Proficiency in MS Office and in depth knowledge of Government procedures | | |
| 3 | Manager- Skill Development<br>*Vacancy: 01* | Full time MBA | • Minimum 10 years of post-qualification experience.<br>• Out of which, minimum 5 years in a managerial role leading a project team of not less than 5 members.<br>• 3 years of experience in a managerial role in skilling/training Sector is Mandatory.<br>• 4 years' experience in Government/PSU is preferable.<br>• Certification in PMP and hands on experience in project management tools will be an added advantage.<br>• Knowledge and experience in organizational effectiveness and operations management.<br>• Having experience inter-departmental coordination, cross functional team management, planning and organizing.<br>• Should be a research & result oriented person with a proactive attitude.<br>• Strong analytical, interpersonal and communication skills.<br>• Ability to understand and implement business process and governance framework to streamline the execution in tune with the objectives of the organization. | 45 Years | Rs. 70,000 |

| Sl. No. | Post | Qualification | Experience# | Upper Age Limit (As on 01/07/2022) | Maximum Salary |
|---|---|---|---|---|---|
| 4 | Manager- IEC<br>*Vacancy: 01* | UG &PG in Journalism/ Mass Communication | • 10 Years of post-qualification experience in relevant sector.<br>• 4 year post qualification experience in media management.<br>• Expertise in Digital and Social Media Marketing.<br>• Ability to develop creative content to reach the targeted beneficiaries.<br>• Should have extensive experience in communication and diffusion strategies and techniques, documentation, publication and audio visual content preparation.<br>• Strong Communication skills and coordination skills.<br>• Strong understanding of best practices across all social media platforms.<br>• Strategic Planning and effective implementation of promotional activities.<br>• Experience in Government sector will be an added advantage. | 45 Years | Rs. 70,000 |
| 5 | Company Secretary<br>*Vacancy: 01* | A member of Institute of Company Secretaries of India. | • Minimum 4 years of post-qualification experience.<br>• 2 Years of Experience in Government/PSU in the same role.<br>• Graduation in Law will be an added advantage.<br>• Knowledge and experience of contract law, company procedures, secretarial standards and governance.<br>• Strong analytical, organizational, communication and interpersonal skills.<br>• Excellent presentation and facilitation skills with mastery in advising top management in high risk company matters. | 45 Years | Rs. 60,000 |

| Sl. No. | Post | Qualification | Experience# | Upper Age Limit (As on 01/07/2022) | Maximum Salary |
|---|---|---|---|---|---|
| 6 | Executive- HR & Administration<br>*Vacancy: 01* | MBA with specialization in Human Resources | • Minimum 3 Years of post-qualification work experience.<br>• Out of which, 2 years' experience in HR/administration or in similar job roles.<br>• Familiarity with procurement portals like GeM/CPRCS and e Tender Portal with hands on experience in tendering process will be an added advantage.<br>• Thorough knowledge in office procedures and practices and proficiency in MS Offices.<br>• Exceptional verbal and written Communication skills in English and Malayalam.<br>• Having good Interpersonal, Coordination, analytical and multi-tasking skills.<br>• Decision making and problem-solving skills and ability to prioritize and execute tasks in a time bound manner. | 35 Years | Rs. 30,000 |
| 7 | Executive- Accounts<br>*Vacancy: 01* | CA Inter | • 3 Years of Post qualification experience in relevant field<br>• 1 year experience in Government/PSU is mandatory.<br>• Experience in statutory compliance i.e.: TDS/GST filing<br>Proficiency in Tally & MS Office is a must. | 35 Years | Rs. 35,000 |

***# Only post qualification work experience of the candidate until 01/07/2022 will be considered.***

***Note:***

- Candidates should apply through Online mode only.
- It shall be noted that 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.

- KASE reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post based on marks secured in their qualifying examination and/or years of relevant experience. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Candidate should 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.
- 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.
- 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, 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.
- Canvassing in any form will lead to disqualification. 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. KASE reserves the right to fill or not to fill the post advertised.

**********