



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL  
(K-DISC)**

Planning & Economic Affairs (Innovation & Development) Department  
**Government of Kerala**



**Centre for Management Development**  
(an autonomous institution under Government of Kerala)

No.CMD/KDISC/PMU-TRC/002/2025

April 11, 2025

**NEED-BASED SELECTION/EMPANELMENT NOTIFICATION**

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. The Centre for Management Development (CMD), Thiruvananthapuram, being a partner Institution of K-DISC manages the Programme Management Unit (PMU) for K-DISC and Technical Resource Centre (TRC) of Kerala Knowledge Economy Mission by deploying its resources.

In order to provide professional management/resource support to K-DISC, the Centre for Management Development invites applications from qualified and competent candidates for need-based appointment/empanelment to the following positions (for a year or till the completion of CMD's assignment at K-DISC) at the Programme Management Unit for K-DISC and Technical Resource Centre of KKEM. Interested candidates may apply by submitting the filled-in application form given in Annexure I ([Click here to download the application form in \\*.docx format](#)), detailed CV and copies of all certificates proving qualification and experience, through E-mail to the email address **kdiscrecruitment2025@gmail.com**. The last date for receipt of application through email will be April 25, 2025 (5:00 PM).

**Kerala Knowledge Economy Mission:**

The Kerala Knowledge-Economy Mission (KKEM) aims to provide employment to educated people and support knowledge workers under a single programme. The scheme will cover returnees who have lost their jobs abroad, those who have completed their studies here and have not been able to find employment. This scheme intends to provide skill around 20 lakh persons in the next 5 years by promoting innovative ideas, coordinate knowledge initiatives and equip young people with updated skills

### DETAILS OF POSTS

The details regarding vacancy/anticipated vacancy, qualification and experience required and remuneration are given in the table below:

#### Vacancy Details

Sl. No.	Post	Vacancy/Anticipated Vacancy*	
		KKEM – TRC	KDISC-PMU
1	Programme Manager	02	-
2	Programme Coordinator	01	-
3	Junior Consultant	01	05
4	Documentation & Media Coordinator	01	-
5	Executive Secretary to Director, KKEM	01	-
6	Programme Support Executive	02	02
7	Office Executive (Gender & Labour Division)	01	-
8	Project Assistant	04	-
	<b>TOTAL</b>	<b>13</b>	<b>07</b>

\* May vary

#### Qualification, Experience and Remuneration Details

Sl. No.	Post	Post Code	Qualification & Experience	Remuneration Range#
1.	Programme Manager	KDISC-01	B Tech/MBA/MSW from a recognized University with a minimum of five years of relevant experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes	Rs. 50,000 - Rs.70,000
2.	Programme Coordinator	KDISC-02	B.Tech/MBA/MSW from a recognized University with a minimum of 4 years of relevant experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes.	Rs. 40,000 - Rs.50,000

Sl. No.	Post	Post Code	Qualification & Experience	Remuneration Range#
3.	Junior Consultant	KDISC -03	Graduation/Post Graduation in Engineering/Law/Agriculture/Science/Social Science/Commerce/Management with a minimum of 3 years of relevant experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes.	Rs. 20,000 - Rs.40,000
4.	Documentation & Media Coordinator	KDISC-04	Post Graduation or Post Graduate Diploma in Journalism and Communication or equivalent with a minimum of 3 years of relevant experience in Government Sector.	Rs. 35,000 – Rs. 45,000
5.	Executive Secretary to Director, KKEM	KDISC-05	B.Tech /MBA/MSW from a recognized University with a minimum of 2 years of similar experience or Project Management experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes.	Rs. 32,000 – Rs. 42,000
6.	Programme Support Executive	KDISC-06	MBA/B Tech/Post Graduation in Science/Commerce/Arts. Preference shall be given to candidates with experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes.	Rs. 30,000 – Rs. 40,000
7.	Office Executive (Gender & Labour Division)	KDISC-07	Graduation in any subject with minimum 2 years of relevant experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes.	Rs. 25,000 – Rs.35,000
8.	Project Assistant	KDISC-08	Graduation in any subject with minimum 1 year of relevant experience in Government/Quasi Government Organizations/PMUs for Government Projects or Programmes.	Rs. 18,000 – Rs.25,000

# shall be fixed based on relevant experience and additional relevant qualification

### **Selection Methodology**

- ☐ The filling-up of vacancies will be done on need basis only.
- ☐ The appointment will be purely on contract basis initially for one year or till the completion of CMD's assignment at K-DISC.

- The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for further selection process will be prepared. The selection will be based on a Written Test/Skill Assessment (Computer Proficiency & Documentation Skills)/ Interview of the shortlisted candidates. However, CMD reserves its right to opt for additional selection process, if required.
- 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 are satisfied as the prevailing rules of the organization. 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 candidature.
- KDISC/CMD reserves the right to shortlist only a limited number of candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.

### **General Instructions**

- Applicant must be citizens of India.
- **Candidates will have to send the filled-in Application Form given in Annexure I ([Click here to download the application form in \\*.docx format](#)), their updated Curriculum Vitae (CV) and copies of certificates proving qualification and experience while submitting the application.** Applications not in the format as per Annexure I will not be considered for application scrutiny.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying for the posts notified.
- Employees of CMD/K-DISC need to submit their application along with NoC from CMD/K-DISC.
- **The qualification stipulated for the post must be from a recognised University/Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.**
- **Candidate should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.**

- CMD will not be responsible for any discrepancy in submitting the application. 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 application form do not tally with the original documents produced by the Candidates, his/her candidature will be rejected.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- K-DISC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/other notified eligibility requirements.
- 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 selection process 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 and must maintain that email account and mobile number.
- The copy of the Appointment letters, Salary Certificates, pay slip, etc., will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities.
- In case of any problems faced by the candidates in filling up the application form they may contact the HELP DESK on the phone number: 0471-2320101 Ext: 237, 250 between 10:00 A.M. and 05:30 P.M. on working days (Monday – Friday).
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected.
- Applications with blurred/ illegible Photograph/ Signature will be rejected.
- CMD and engaging authorities reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether.
- Rights for the rules for the cut off marks in all stages of recruitment are reserved by CMD.
- The Competent Authority reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit/relaxation/concession.

- 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. K-DISC reserves the right to fill or not fill the post(s) advertised.

**Sd/-**

**Authorized Signatory**

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**ANNEXURE I - APPLICATION FORM**

<b>Post(s) Applied</b>						
<b>Post Code</b>						
<b>Name (in block letters)</b>						
<b>Age, Date of Birth</b>						
<b>ID Proof Type and No.</b>						
<b>10<sup>th</sup> / Matriculation certificate details</b>	Reg. No.: Month & Year of passing:					
<b>Permanent Address</b>						
<b>Mobile No.</b>						
<b>E-mail Address</b>						
<b>Educational Qualification</b>	<b>Course</b>	<b>Specialization</b>	<b>Class</b>	<b>%</b>	<b>Year of Passing</b>	<b>University/Institute</b>
<b>Total Experience</b>	.....Years .....Months.....Days					
<b>Experience Details</b>	(add additional rows if required)					
<b>Sl. No</b>	<b>Institution</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Tasks &amp; Responsibilities</b>	
<b>Any other relevant information</b>						

**Self-Declaration:**

I certify that the information given above is true to the best of my knowledge and I'm aware that I will be subjected to immediate action by the Concerned Officials at any time during or after the interview/Selection/Joining, if found hiding any information/producing incorrect information.

Name :

Signature :

Date :

*Note: Attach Self-attested copies of ID proof, Matriculation/10<sup>th</sup> certificate, and certificates proving qualification and experience.*