



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC  
COUNCIL (K-DISC)**  
Planning & Economic Affairs (Innovation & Development) Department  
**Government of Kerala**



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

No.CMD/K-DISC/ET PMU/01/2025

May 07, 2025

### NOTIFICATION

The Centre for Management Development (CMD) invites applications from eligible and qualified candidates for filling the posts of **Senior Programme Manager Grade III, Senior Programme Executive and Programme Executives on Contract basis in the Programme Management Unit of Emerging Technologies Division of K-DISC managed by the Centre for Management Development**. 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 May 21, 2025 (05.00 P.M.). The details are given below:

<b>Position (Post Code – ETD-PMU-01)</b>	<b>Senior Programme Manager – Grade III</b>
<b>Vacancy (anticipated)</b>	01
<b>Educational Qualification and Other Eligibility Criteria</b>	<b>Qualifications (Mandatory)</b> <ul style="list-style-type: none"><li>• First-Class full-time B Tech degree (in any discipline) or MCA or MSc Computer Science or MBA (full time)</li><li>• PMP/Prince2 certification.</li></ul> <b>Essential Attributes</b> <ul style="list-style-type: none"><li>• Prior Business Analysis role with personal accountability for delivering and managing requirements to time and cost for projects.</li><li>• Demonstrated experience in software development process involving Emerging Technologies</li><li>• Ability to define and develop software architecture and solutions.</li><li>• Demonstrated experience writing and reviewing business, user &amp; non-functional/system level requirements.</li></ul>

	<ul style="list-style-type: none"> <li>• Excellent communications skills - strong verbal and written communication skills to develop &amp; communicate project deliverables in technical and non-technical manner to end users as required.</li> <li>• Experience in having worked in Government projects is desirable.</li> <li>• Passionate about innovation</li> <li>• Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor.</li> <li>• Follow the project strategy to elicit and document requirements.</li> <li>• Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.)</li> <li>• Selecting the appropriate analysis and specification models and ensuring that requirements are of high quality</li> <li>• Assessing change requests related to requirements to assess overall impact</li> <li>• Determining 'fit for purpose' requirements</li> <li>• Advises leadership of potential issues which could impact other project deliverables.</li> <li>• Prepare Project plans and track and monitor project efficiently.</li> <li>• Prepare management reports, technical and administrative documents and presentations.</li> <li>• Stakeholder Management and Communication Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 10 years of post-qualification experience in a corporate IT environment, IT business analysis or related technical field (application development, deployment, implementation &amp; infrastructure) and technical project management.</li> </ul>
<b>Remuneration</b>	Rs.1,10,000/- to Rs.1,20,000/- based on merit

<b>Position (Post Code- ETD-PMU-02)</b>	<b>Senior Programme Executive</b>
<b>Vacancy (anticipated)</b>	05
<b>Educational Qualification and Other Eligibility Criteria</b>	<b>Qualifications (Mandatory)</b> <ul style="list-style-type: none"> <li>• First-Class full-time B Tech degree (in any discipline) or MCA or MSc Computer Science</li> </ul> <b>Essential Attributes</b> <ul style="list-style-type: none"> <li>• Prior Business Analysis role with personal accountability for delivering and managing requirements to time and cost for projects.</li> <li>• Demonstrated experience writing and reviewing business, user &amp; non-functional/system level requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communications skills - strong verbal and written communication skills to develop &amp; communicate project deliverables in technical and non-technical manner to end users as required.</li> <li>• Experience in having worked in Government projects is desirable.</li> <li>• Passionate about innovation.</li> <li>• Minimum one year of experience in any of the Emerging Technologies.</li> <li>• Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor.</li> <li>• Follow the project strategy to elicit and document requirements.</li> <li>• Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.)</li> <li>• Selecting the appropriate analysis and specification models and ensuring that requirements are of high quality</li> <li>• Assessing change requests related to requirements to assess overall impact</li> <li>• Determining 'fit for purpose' requirements</li> <li>• Advises leadership of potential issues which could impact other project deliverables.</li> <li>• Prepare Project plans and track and monitor project efficiently.</li> <li>• Prepare management reports, technical and administrative documents and presentations.</li> <li>• Stakeholder Management and Communication Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of post-qualification experience in a corporate IT environment, IT business analysis or related technical field (application development, deployment, implementation &amp; infrastructure) and technical project management.</li> </ul>
<b>Remuneration</b>	Rs.40,000/- to Rs.50,000/- based on merit

<b>Position (Post Code- ETD-PMU- 03)</b>	<b>Programme Executive</b>
<b>Vacancy (anticipated)</b>	02
<b>Educational Qualification and Other Eligibility Criteria</b>	<p><b>Qualifications (Mandatory)</b></p> <ul style="list-style-type: none"> <li>• First-Class full-time B Tech degree (in any discipline) or MCA or MSc Computer Science</li> </ul> <p><b>Essential Attributes</b></p> <ul style="list-style-type: none"> <li>• Prior Business Analysis role with personal accountability for delivering and managing requirements to time and cost for projects.</li> <li>• Demonstrated experience writing and reviewing business, user &amp; non-functional/system level requirements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communications skills - strong verbal and written communication skills to develop &amp; communicate project deliverables in technical and non-technical manner to end users as required.</li> <li>• Experience in having worked in Government projects is desirable.</li> <li>• Passionate about innovation.</li> <li>• Minimum one year of experience in any of the Emerging Technologies.</li> <li>• Able to work under minimal supervision selecting the appropriate methods to elicit and document requirements and adjusting approach to suit location and role of stakeholders who will include service owners, support teams, technical and project leads from the programme and the vendor.</li> <li>• Follow the project strategy to elicit and document requirements.</li> <li>• Defining the procedures on how the requirements will be managed (i.e. base lining requirements, requirements change control and requirements traceability etc.)</li> <li>• Selecting the appropriate analysis and specification models and ensuring that requirements are of high quality</li> <li>• Assessing change requests related to requirements to assess overall impact</li> <li>• Determining 'fit for purpose' requirements</li> <li>• Advises leadership of potential issues which could impact other project deliverables.</li> <li>• Prepare Project plans and track and monitor project efficiently.</li> <li>• Prepare management reports, technical and administrative documents and presentations.</li> <li>• Stakeholder Management and Communication Management</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 3 years of post-qualification experience in a corporate IT environment, IT business analysis or related technical field (application development, deployment, implementation &amp; infrastructure) and technical project management.</li> </ul>
<b>Remuneration</b>	Rs.30,000/- to Rs.40,000/- based on merit

**Note:**

1. Number of vacancies may vary
2. Upon completion of this recruitment process a merit list/rank list shall be prepared and candidates will be positioned in the Programme Management Unit of K-DISC as and when required based on this merit list/rank list.

### ***About K-DISC and Emerging Technologies Division of K-DISC***

*The Kerala Development and Innovation Strategic 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.*

*One of the stated objectives of K-DISC is to encourage/facilitate the adoption of Emerging Technology Solutions (ETS) in Government and public agencies to enhance efficiency and effectiveness of office systems and processes. ETS typically include Blockchain, Machine Language, Artificial Intelligence, Internet of Things, Gaming and Virtual reality, Augmented Reality, Big Data etc.*

*K-DISC follows a well-defined, transparent approach in project management. In its continuous endeavour to promote and support product and process innovations leveraging Emerging Technologies, K-DISC has already engaged with the concerned departments/agencies to initiate projects using Emerging Technologies in areas of Healthcare, Water Resources, Transport, Law Enforcement, Agriculture and Registration.*

*K-DISC would facilitate with different government departments that may need any of these technological advances to solve their critical problems and to arrive at the proof of concepts stage with adequate technical and financial resources to promote innovation. K-DISC will also ease the implementation by overseeing the same.*

*Some of the Objectives of ETS are:*

- Create an environment to facilitate innovation in Emerging Technologies for various Departments.*
- Partner with Innovation initiatives of the Departments and architect solutions for pilot implementations.*
- Provide technical and financial resources to promote the innovation.*
- Promote innovations around Emerging Technologies, through various initiatives in Government.*
- Handhold the pilot implementations till completion and provide necessary advice and support to both the Department and the Technology partners.*
- Assist Departments in eliciting and articulating problem statements and conduct gap analysis.*
- Involve in Benefit analysis and liaise with Domain Experts, Technical/Industry Experts and Organizations.*
- Provide technical and domain expertise to scale up implementations in Innovative Emerging Technology solutions.*

### **General Instructions**

- Candidates who have applied for the same posts vide notification No.CMD/K-DISC/ET PMU/04/2023 dated December 09, 2023 need not apply.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.

- 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.
- K-DISC/CMD is not responsible for any discrepancy in submitting the application.
- The applicant should not submit any false, tampered, fabricated information or suppress any material information while submitting the application. If the particulars furnished in the application do not tally with the Original documents produced by the Candidates his/her candidature will be rejected.
- Selected candidates will be positioned in the Programme Management Unit for Emerging Technologies Division of K-DISC managed by the Centre for Management Development.
- **CMD/K-DISC reserves the right to fill or not fill the post notified.**
- 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 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 online and must maintain that email account and mobile number.
- Admittance to various stages of the recruitment will be provisional only and will not confer any claim unless various other conditions of selection process are satisfied. Detailed scrutiny of the credentials will be done before interview/appointment. Any discrepancy found during the detailed scrutiny or at any stage of the recruitment process will result in the rejection of the candidature.
- 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.
- Candidates shall upload the Curriculum Vitae in PDF formats only. Other formats will not be accepted.

S/d-  
**Authorized Signatory**



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



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

**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.*