

CENTRE FOR MANAGEMENT DEVELOPMENT

An Autonomous institution under Government of Kerala

No.CMD/KCMMF/03/2023

28.06.2023

NOTIFICATION

The Centre for Management Development (CMD) invites application from qualified and competent candidates for the post of **Assistant Diary Officer on contract basis** to be deployed at Kerala Co-operative Milk Marketing Federation Ltd (KCMMF) an outsourcing Basin. **The initial tenure of appointment will be for one year.**

Interested candidates may apply ONLINE through the website of Centre for Management Development (CMD), Thiruvananthapuram (www.kcmd.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

Start date for submitting online application: 27/06/2023 (10.00 AM)

Last Date for submitting online application: 07/07/2023 (05.00 PM)

The details of the posts are given below:

Name of Post	Eligibility Criteria	Salary	Upper Age Limit (as on 27-06-2023)	Place of Posting
Assistant Diary Officer Vacancy: 02	Degree/ Post Graduation in Dairy Science/ Technology from a recognized University. Experience in the similar Sector Preferred	Rs. 34,750/-	40 years	Central Products Diary, Punnappra, Alappuzha

Selection Methodology

The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for the test/proficiency assessment will be prepared. A shortlist of the candidates who qualify the test/assessment will be prepared, and those candidates will have to appear for an interview. The appointment of candidates will be based on the performance in the test/assessment and interview subject to the fulfilment of other eligibility criteria, as per the norms.

Instructions for Scanning of Photograph & Signature

- 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/her 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 be by any other person.
- The candidate has to scan and upload CV (in *.PDF format) and all other relevant documents for proof of age, caste, educational qualification and experience in the space provided in the online application [each scanned image shall be less than 3 MB in *.JPG format only].

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- CMD shall not be responsible for any discrepancy in submitting the online application.
- Applicants must compulsorily fill-up all relevant fields of the Online application.
- Incomplete/incorrect application form will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate 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.
- 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 Candidate, his/her candidature will be rejected
- CMD reserves the right to fill or not fill the posts 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 written test/proficiency assessment/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.
- The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.
- If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate from the competent authority, along with the qualification certificate or else the application will not be considered for processing.

SD/-
Authorised Signatory

