



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

*(An advisory body constituted by the
Government of Kerala)*



**CENTRE FOR MANAGEMENT
DEVELOPMENT (CMD)**

*(An autonomous institution sponsored by the
Government of Kerala)*

NOTIFICATION

No. KKEM/001/2023

July 05, 2023

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. K-DISC invites applications from qualified and competent candidates to the posts of **Programme Executive** and **Programme Support Executives at Kerala Knowledge Economy Mission (KKEM) of K-DISC**. The desirous eligible candidates may apply through the **Digital Workforce Management Systems (DWMS) portal of K-DISC (<http://knowledgmission.kerala.gov.in/>)** or **email the detailed Curriculum vitae including all the relevant details to (kkemrecruitment01@gmail.com)**. The applications will be received from **05.07.2023 onwards**. The last date of receiving the application is **11.07.2023 (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.

The details regarding the number of vacancies, qualification and other requirements are given below: -

Sl. No.	Position	Responsibilities	Skills and Experiences	Qualification	Max. Age as on 1.07.2023	Salary range in Rs.
1.	Programme Executives <i>Vacancy: 05</i>	1. Scheduling of meetings with various stakeholders 2. Preparation of Documents and project reports 3. Tracking and analysis of Project performance	1. Good English Communication Skills both written and oral 2. Strong interpersonal and Collaborative skills 3. Ability to write project	MBA/B Tech/Post Graduation in Science/Commerce/Arts with minimum two years of relevant experience	35 years	Rs. 35,000 to Rs.40,000

Sl. No.	Position	Responsibilities	Skills and Experiences	Qualification	Max. Age as on 1.07.2023	Salary range in Rs.
		4. Co-ordination of activities with various stakeholders 5. Extend basic administrative supports such as preparing presentations, compositing emails etc. 6. Candidates with prior experience in Project Management	reports and documents 4. Good presentation skills			
2.	Programme Support Executives <i>Vacancy: 12</i>	1. Scheduling of meetings with various stakeholders 2. Preparation of Documents and project reports 3. Tracking and analysis of Project performance 4. Co-ordination of activities with various stakeholders 5. Extend basic administrative supports such as preparing presentations, compositing emails etc. 6. Candidates with prior experience in Project Management	1. Good English Communication Skills both written and oral 2. Strong interpersonal and Collaborative skills 3. Ability to write project reports and documents 4. Good presentation skills	MBA/B Tech/Post Graduation in Science/Commerce/Arts	28 years	Rs. 30,000

Selection Process

The proposed selection process for the positions is given in the table below:

Sl. No.	Process	Weightage in the Selection Process
1.	Technical Presentation	40% weightage in the selection process
2.	Group Discussion	40% weightage in the selection process

Sl. No.	Process	Weightage in the Selection Process
3.	Final Interview	20% weightage in the selection process

General Conditions and Instructions to Applicants

- ↳ The applicants are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature is liable to be rejected
- ↳ The qualification stipulated for the posts must be from a recognised University/ Institute
- ↳ KKEM reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, KKEM reserves the right to restrict/alter/cancel/modify the recruitment process, if the need so arises, without notice or assigning any reason thereof
- ↳ Shortlisted candidates will have to produce the original of their credentials at a prescribed stage in the selection process
- ↳ **Selection will be on the basis of technical presentation, group discussion and interview.**
- ↳ All communications will be through Online/E-mail/SMS. Therefore, candidates should have a valid email id and mobile number. Candidates are advised to browse DWMS portal and CMD website regularly for updates/notices and announcements
- ↳ Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate and no further correspondence shall be entertained after disqualification
- ↳ The application must be submitted on or before 5.00 pm on last date

**Sd/-
Authorised Signatory**