



## CENTRE FOR MANAGEMENT DEVELOPMENT

*(An Autonomous Institution under Government of Kerala)*

No.: CMD/VISL/01/2024

January 01, 2023

### NOTIFICATION

The Centre for Management Development (CMD) invites applications from qualified and competent candidates for appointment to the post of **Confidential Assistant to Managing Director, on contract basis**. Selected candidate will be deployed at **Vizhinjam International Seaport Limited (VISL)**, a Special Purpose Vehicle owned by the Government of Kerala for the implementation of Vizhinjam International Transshipment Deepwater Multipurpose Seaport. Interested candidates may send their **resume/curriculum vitae (in .pdf format only)**, along with scanned copies of all certificates proving qualification and experience, to **recruitcmd06@gmail.com**. The last date for submitting the online application will be **11/01/2024 (05.00 P.M.)**.

### DETAILS OF POST

The details regarding the post, qualification and experience required, no. of vacancies, remuneration, etc., are given in the table below.

<b>Name of Post</b>	<b>Confidential Assistant to Managing Director</b>
<b>Vacancy</b>	01
<b>Qualification</b>	First Class Graduation with excellent proficiency in computer operations
<b>Experience</b>	Candidates with minimum 2 years of experience in Government/ Semi-Government/PSU/reputed Private Institutions, preferably as Confidential Assistant/Personal Assistant/Secretary to top management officials
<b>Duties &amp; Responsibilities</b>	to include, but not limited to managing multiple tasks as assigned by the Managing Director, scheduling of meetings, preparations of agendas, drafting official letters, preparation of documents and power point presentations, organizing travel arrangements, screening phone calls, enquiries and handling appropriately, undertaking adhoc research work using internet as per directions, coordinating with Government departments etc. Should be smart with good command over English and good communication skill.

<b>Skill Set</b>	Self-Starter, with excellent communication skill, both written and verbal (Malayalam and English), organizing skills, interpersonal skills, adaptable and able to cope with work pressure, willing to travel and sit for extended hours for managing demands of volume of work
<b>Age</b>	Age should not exceed 35 years as on 01.11.2023
<b>Consolidated pay</b>	Rs. 30,000/- per month

## **GENERAL INSTRUCTIONS**

- 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.
  - CMD reserves the right to shortlist only a limited number of candidates for written test/group discussion/proficiency test/interview, as the case may be for the post, based on marks secured in their qualifying examination and/or years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
  - 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. VISL reserves the right to fill or not to fill the post advertised.
  - No TA/DA shall be paid for attending the written test/group discussion/proficiency test/interview.
  - The documents in original have to be produced at the time of document verification for those candidates called for interview.
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