Principal Directorate
Local Self Government Department

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Notification No.: LSGD/CMD/01/2025

October 08, 2025

NOTIFICATION

The Principal Directorate of the Local Self Government Department invites applications from qualified and experienced candidates for appointment to the post of IT Support Engineer cum Programmer on annual contract basis. The selected candidates will be responsible for managing IT-related matters, maintaining and ensuring the smooth functioning of computer and electronic equipment, troubleshooting technical issues and providing necessary technical support to staff as part of the IT Cell of the Principal Directorate.

Interested applicants may submit their application online through the website of Centre for Management Development (www.cmd.kerala.gov.in). The details regarding eligibility criteria, qualifications, required experience and monthly remuneration are given below:

Sl. No.	Name of the Post	Mode of Appointment	Educational Qualification	Work Experience#	Age Limit# (years)	Maximum Pay (Consolidated)
1	IT Support Engineer cum Programmer (No. of Vacancy:02)	On Contract basis	B.Tech (Computer Science/IT/ Electronics)	1 year relevant experience in similar roles.	Below 35 years	Rs. 32,560/- (per month)

Duties
1. Manage the Websites of LSGD including content creation, document upload on a daily basis.
2. Monitor and intervene proper content uploading in all LSGD websites (941 GPs and 97 ULBs).
3. Create contents for social media platform for LSGD.
4. IT Hardware maintenance, giving support to all sections to use different portals and software.
5. Support for better usage of tools developed for improving administrative efficiency of the department including AI Tools.
6. Support technical wings of CTP and CE LSGD.
7. Should have expertise in modern web frameworks and CMS tools.
8. Monitor content uploads, implement quality checks, and troubleshoot issues using CI/CD pipelines.
9. Knowledge in basic network and security and troubleshooting.
10. Should have basic programming skills, Skills in Data base management and API integration.

 # As on 01.09.2025.

Mode of Application and Time limit
Interested candidates fulfilling eligibility criteria, may apply via **ONLINE** mode only by filling the prescribed application form given in the
website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in)
- The online application submission link will open on 08.10.2025, 10:00 A.M.
- The last date for submitting the online application is 19.10.2025, 05:00 P.M.

- No application shall be entertained at the office of LSGD/CMD if it is submitted either online or offline (other than through the online portal).
- LSGD/CMD reserves the right to fill or not fill the post advertised without assigning any reason.

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 further selection process will be prepared. The selection will be based on Interview of the shortlisted candidates. However, LSGD/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.

➢ LSGD/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.

Instructions for Scanning of Photograph & Signature: -

➢ Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application.

➢ The photograph and signature must be in JPEG format. The size of the photograph must be less than 200kB and the size of the signature should be less than 50 kB.

➢ The CV and the copies of certificates shall be either in JPEG format or in PDF format and each attachment shall not exceed 3MB in size.

General Instructions

- Applicant must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- 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.
- **Experience acquired after the date of passing of the qualification stipulated shall only be considered.**
- LSGD/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 online application form do not tally with the original documents produced by the Candidate his/her candidature will be rejected.
- In the event of any information provided by the candidate being found false or incorrect at any stage, his/her candidature/appointment is liable to be cancelled/terminated without any notice.
- 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 on-line 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 current 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 online application form, they may contact the HELP DESK on the phone number: 0471 2320101 ext: 237,250 between 10 A.M and 5:30 P.M. on working days (Monday – Friday).

- CMD reserves the right to determine the selection process based on specific requirements. The selection process may include application screening, criteria-based screening, a written test, group discussion, skill test/proficiency test, an interview, or any combination of these methods.
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Deadlines and Updates: Pay attention to the application deadlines and regularly check the portal and your email for any updates or additional instructions from the employer.
- Submission Confirmation: After submitting your application, check for a confirmation message or email from the portal. Save or note down any application reference numbers for future correspondence.
- 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.
- LSGD 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.

08-10-2025

Sd/-
Authorized Signatory