



**CENTRE FOR MANAGEMENT DEVELOPMENT
THIRUVANANTHAPURAM**

(An autonomous institution under the Government of Kerala)

No. CMD/DNK/01/2025

November 08, 2025

NOTIFICATION

The **District Nirmithi Kendra, Kollam** promotes cost-effective and environment-friendly construction technologies. It supports government and community construction initiatives by providing technical expertise and quality building materials, thereby contributing to the development of affordable and sustainable infrastructure across the Kollam district.

On behalf of District Nirmithi Kendra, Kollam, the Centre for Management Development (CMD) invites applications from qualified and competent candidates to the position of **Executive Secretary & Project Manager** on **contract basis** for a period of **one year**. Interested candidates may apply **ONLINE** through the website of the Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

Start date for submitting online application	November 08, 2025 (10:00 A.M.)
Last date for submitting online application	November 22, 2025 (05:00 P.M.)

The details of post, no. of vacancy, eligibility criteria and monthly consolidated pay are as given below:

Post	Qualification	Experience*	Upper Age Limit*	Monthly Consolidated Pay
Executive Secretary & Project Manager Vacancy -01	B.Tech and M.Tech in Civil Engineering, preferably with an MBA	5 plus years' experience in a similar role. Excellent Communication, organisational and Project Management skills.	36 years	Rs. 60,000.00/-

****The cut-off date for upper age limit and experience is 01.11.2025.***

Job Description:

- Provide Administrative, financial management and Technical support.
- Manage projects from conception to delivery.
- Coordinate meetings and attend meetings.
- Develop and implement Project Management process.
- Ensure timely completion of the project within the budget.

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 signed by any other person.

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.
- **Nirmithi Kendra/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. Nirmithi /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.
- **The qualification stipulated for the post must be from a recognized 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 applications shall not be considered.**
- In the event of any information provided by the candidates being found false or incorrect at any stage, their 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.**
- **Candidates must upload either the original certificate or the provisional certificate issued by a competent authority when submitting their educational qualification certificates. Uploading mark sheets, consolidated mark sheets, or statements instead of certificates will not be accepted, and such applications will be rejected.**
- 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. In the case of latest experience, applicants may upload an **AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities. Affidavit is applicable only for latest experience. Experience certificates submitted without specific information like date of joining, relieving, duties and responsibilities, signature and seal of authorised person will not be considered.**
- **CMD reserves the right to determine the selection process based on 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.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
- CMD/Nirmithi Kendra 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/shortlisting in all stages of recruitment are reserved by CMD/Nirmithi Kendra.**
- The CMD/Nirmithi Kendra reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.

**Sd/-
Authorized Signatory**