



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC
COUNCIL (K-DISC)**
Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala



Centre for Management Development
(an autonomus institution under Government of Kerala)

No.CMD/KDISC/KKEM/03/2023

December 22, 2023

NOTIFICATION

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 Manager, Senior Programme Manager Grade I, Senior Programme Manager Grade II, and Senior Programme Manager Grade III at Kerala Knowledge Economy Mission (KKEM) of K-DISC (total 21 vacancies expected)**. 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 **23.12.2023 onwards**. The last date of receiving the application is **06.01.2024 (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.

Details of Post

Sl. No.	Post	Qualification	Expected Number of Vacancies*	Experience [#]	Proposed Salary Range (in Rs.)&
1.	Programme Manager	First-class, full-time MBA/MSW/MSc in Physics, Chemistry, Zoology, Botany, Applied Sciences, Social Sciences or Post Graduation in Journalism, Mass Communication, Video Communication, Media Studies or B. Tech/ Engineering or equivalent	21 Vacancies	Minimum 7 years' post qualification experience in relevant field	60000-80000
2.(i)	Senior Programme Manager Grade -I			Minimum 8 years' post qualification experience in relevant field	90000-100000
2.(ii)	Senior Programme Manager Grade -II			Minimum 9 years' post qualification experience in relevant field	100000-110000
2.(iii)	Senior Programme Manager Grade -III			Minimum 10 years' post qualification experience in relevant field	110000-120000

Only post qualification work experience of the candidate until 15-12-2023 will be considered.

** Number of vacancies may vary.*

& Shall be fixed based on relevant experience of the candidate

Selected candidates shall be responsible for skilling and Industry curation services of Kerala Knowledge Economy Mission. He/She shall be responsible for identifying skill gaps of the candidates enrolled at Digital Workforce Management System and design appropriate employability skill programmes. He/She shall be responsible for the implementation of various skill development schemes and projects. He/She shall be responsible to meet the DWMS user at their premises and support the project staff as and when necessary.

Selection Process:

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

Sl. No.	Process*	Weightage in the Selection Process
1.	Group Discussion	20% weightage in the selection process
2.	Computer Proficiency	20% weightage in the selection process
2.	Technical Presentation	40% weightage in the selection process
3.	Final Interview	20% weightage in the selection process

* Indicative processes. There may be addition or deletion in the process(s) based on the number of applications.

Roles and Responsibilities:

1. Identify skill requirements of candidates registered with DWMS
2. Work with Industries to identify industry relevant skills and design such programmes
3. Implement various skill programmes
4. Co-ordinate with various skill agencies and training providers
5. Responsible for resource mobilisation for the projects assigned.
6. Visit the user groups on a regular interval and share feedback with Leadership
7. Design and develop schemes and Projects in partnership with Industry and other key stakeholders
8. Ensure timely completion of projects with a special focus in Quality
9. Shall be responsible for all documentation of the division
10. Learn best practices from International practices and adopt them same into project environment.

Skills and Experience Required:

1. Should have well-versed with skilling landscape
2. Should be proficient in NSQF
3. Should have excellent communication skills in both Malayalam and English
4. Should have competency in writing project proposals and reports
5. Should have experience in working with Government
6. Should be proficient in Project Management
7. Should be well versed with Project management tools
8. Should have experience in mobilising candidates
9. Should be able to work in a competitive environment with a focus on Quality.

Desirable Attributes:

1. Project Management Certificate holders are encouraged to apply
2. Experience in working with Learning and Development /CSR sector in Industry is an added advantage.

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 fulfil 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.

- Candidates who are presently working at government organizations, government companies, or government projects should submit a No Objection Certificate (NOC) from the concerned authority at the time of certificate verification. Failing to submit the same will result in rejection.
- KDISC/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**