

KERALA FOREST AND WILDLIFE DEPARTMENT

FWL/C/01/2023

03-01-2024

NOTIFICATION

Applications are invited from qualified and experienced candidates for appointment on contract basis to various posts for a Project Management Cell (PMC) in Kerala Forest and Wildlife Department. Interested candidates may apply via **ONLINE** mode only by filling the prescribed online 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 **03/01/2024 (10.00 am)**. The last date for submitting the online application will be **17/01/2024 (05.00 pm)**. The details are as follows;

I.	Post	Project Manager
	No. of Vacancies	01
	Qualification	Masters Degree specialized in Forestry / Business Administration or equivalent.
	Experience	Minimum 4 years of experience in Project management in which 2 years in any Public Sector Undertaking.
	Key Responsibilities	<ul style="list-style-type: none">• Conceptualization/Preparation/scrutiny of projects/DPR under KFDF and sub-projects, allied projects under NABARD etc.• Scrutiny of KFDF Research projects.• Operationalization of RMIS and other online portals.• Documentation of KFDF Project.• Systematic and time bound implementation of approved projects.• Technical support for field staff for the successful implementation of projects.• Monitoring and Evaluation.
	Remuneration	Consolidated remuneration per month in Rs. 45,000/-
	Age	Maximum age limit is 45 Years as on 31/12/2023 .
	Contract Period	One year and extendable up to Two years based on performance and output of works.

II.	Post	Civil Engineer
	No. of Vacancies	01
	Qualification	B.Tech in Civil Engineering.
	Experience	<ul style="list-style-type: none">• Minimum 4 years of experience in construction sector in which 2 year experience in any Public Sector Undertaking.• Proficiency in PRICE software.• Proficiency in preparation and scrutiny of DPR.
Key Responsibilities	<ul style="list-style-type: none">• Preparation/scrutiny of DPR under KFDF and sub-projects, allied projects under NABARD etc.• Documentation of KFDF Project.• Technical support for field staff for the successful implementation of projects.• Monitoring and Evaluation.	

	Remuneration	Consolidated remuneration per month in Rs. 45,000/-
	Age	Maximum age limit is 45 Years as on 31/12/2023 .
	Contract Period	One year and extendable up to Two years based on performance and output of works.

III.	Post	Data Entry Operator
	No. of Vacancies	01
	Qualification	<ul style="list-style-type: none"> • Pass in Plus Two or equivalent qualification with Post Graduate Diploma in Computer Application (PGDCA). • Proficiency in Office Softwares. • Proficiency in Malayalam typing. • Knowledge in Graphic Designing including video editing is desirable.
	Experience	Minimum 2 Years of experience as data entry operator. Preference will be given to those candidates who have worked in Government Departments/Public Sector undertakings/Corporations /Board/Statutory Bodies.
	Key Responsibilities	<ul style="list-style-type: none"> • Layout of DPR. • Preparation of ready reckoners regarding fund, allotment, RC etc. • Data entry in online software/spreadsheet.
	Remuneration	Consolidated remuneration per month in Rs. 20,000/-
	Age	Maximum age limit is 40 Years as on 31/12/2023 .
	Contract Period	One year and extendable up to Two years based on performance and output of works.

Instructions / Informations for Candidates

1. Admittance to various stages of the recruitment will be provisional only and will not confer any claim for appointment 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.
2. **Age:** Maximum age limit is fixed as follows;
 - a. For the post of Project Manager – Up to 45 Years as on 31/12/2023.
 - b. For the post of Civil Engineer - Up to 45 Years as on 31/12/2023.
 - c. For the post of Data Entry Operator - Up to 40 Years as on 31/12/2023.
3. **Post qualification work experience of the Candidate until 30/09/2023** will be considered.
4. Candidates will have to upload their 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 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 5mb size.

5. The Qualifications should be from UGC approved Universities/Technical Board/Institutions. The candidates those who claim equivalent qualification instead of qualification mentioned in the notification shall upload the relevant Government Order or an equivalency certificate issued by UGC approved Universities/Technical Board/Institutions from Kerala to prove the equivalency at the time of online application, then only such qualification shall be treated as equivalent to the prescribed qualification concerned.
6. Candidate should clearly mention the percentage of marks (G.P.A if any should be converted into percentage) scored in their qualifying examination in the application. 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.
7. Forest & Wildlife Department/CMD is not responsible for any discrepancy in submitting the application through Online. Before submission of the online application, candidates must check that they have filled correct details in each field of the online application form. After submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Phone, Email, by hand, etc. shall not be entertained.
8. Candidates must upload their qualification certificates and experience certificates while applying. Those who fail to upload the certificates shall be summarily rejected.
9. Forest & Wildlife Department / CMD reserves the right to shortlist the number of candidates for interview, as the case may be for the post based on marks secured in the written test.
10. Candidates should provide a valid email ID (personnel) and mobile number as all correspondence pertaining to recruitment will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
11. Forest & Wildlife Department reserves the right to reject the candidature/cancel the appointment/cancel the recruitment process at any stage without assigning any reason.
12. Canvassing in any form will lead to disqualification.

Sd/-
Authorized Signatory

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