



# Centre for Management Development

*An autonomous institution under the Government of Kerala*

No. CMD/09/01/2024

September 02, 2024

## NOTIFICATION

The Centre for Management Development (CMD), Thiruvananthapuram invites applications from qualified and competent candidates for appointment to the posts of **Assistant Manager- Tours and Recruitment Executive on contract basis**. The personnel selected will be appointed under the payroll of the Centre for Management Development, Thiruvananthapuram, and will be deployed at the office of a reputed public sector undertaking for providing the requisite service. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the website of the Centre for Management Development (CMD), Thiruvananthapuram ([www.cmd.kerala.gov.in](http://www.cmd.kerala.gov.in)). The details are given below. The online application submission link will open on **September 11, 2024 (10:00 A.M.)**. The last date for submitting online application is **September 25, 2024 (05:00 P.M.)**.

***Note: 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.***

## DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below.

Sl. No.	Post	Mode of Appointment	Qualification	Experience	Age (in years) (as of 01.09.2024)	Remuneration Range
1	Assistant Manager-Tours  No. of Vacancies: 01	On contract basis	<ul style="list-style-type: none"> <li>• Graduation in any Travel and Tourism course + IATA Certification</li> </ul>	At least 2 years in international & domestic tour operations in any recognised tour company	Below 40	Rs.25,000-40,000
2	Recruitment Executive  No. of Vacancies: 01	On contract basis	<ul style="list-style-type: none"> <li>• Graduation in any discipline + Proficiency in MS Office</li> <li>• Desirable: MBA in HR/MHRM/any HR related degree</li> </ul>	Minimum 1 year experience in Recruitment or Office Administration	Below 40	Rs.20,000 - 25,000

**Note:**

- 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 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. CMD reserves the right to fill or not to fill the post advertised.
- No TA/DA shall be paid for attending the interview.
- Applicants should have a valid personal email id and mobile number 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 email ID. In case a candidate does not have a valid personal email ID, he/she should create his/her email ID and mobile number before applying online and must maintain that email account and mobile number.
- The posting will be at Thiruvananthapuram. However, candidates shall be willing to travel extensively throughout the State.
- Those candidates who are willing to work beyond office hours need only apply.
- The documents in original will have to be produced at the time of document verification for those candidates called for interview.
- **Candidates shall submit their application via ONLINE mode only through the application submission link provided in the website of CMD. Applications submitted via any other medium will be summarily rejected.**

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