



**Centre for Management Development**  
**An Autonomous Institution under the Government of Kerala**  
CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014

No.CMD/HR/007/2024

November 05, 2024

### Recruitment Notification

The **Centre for Management Development (CMD)**, an autonomous institution under the Department of Industries and Commerce, Government of Kerala, invites applications for the position of **Site Coordinator**. The selected candidates will be deployed to support the activities of a client organisation. Interested candidates may apply through the link <https://forms.gle/snnYLiYhP2uhNNS69>. The details of post are given below. The last date for receiving online application along with CV is **November 30, 2024 (05.00 P.M.)**.

*The Centre for Management Development is a leading, self-supporting autonomous institution, under the Department of Industries and Commerce, Government of Kerala, which provides research, consulting and training support to the Development Agencies, Corporate Sector and the Government. Established in 1979 with the objective of providing capacity development support to the Public Sector Undertakings (PSUs) in Kerala, it is sponsored by the Government of Kerala as an independent, professional and registered society.*

#### DETAILS OF POST

Sl. No.	Post	Qualification	Requirements
1.	<b>Site Coordinator</b> (Anticipated vacancies)	- Degree in Civil Engineering	<ul style="list-style-type: none"><li>- Minimum of 5 years of professional experience of work within the framework of SWM projects or similar urban (municipal) sector development projects as a civil engineer</li><li>- Must have worked in a designing and supervision of civil works assignment of solid waste management or urban sector development projects</li><li>- Must be specialized or be competent in geotechnical/ foundations of civil engineering</li><li>- Basic surveying experience with Total Station surveying instruments and the ability to train staff in its use.</li><li>- Ability to prepare topographic survey drawings and calculate waste and earthwork volumes using CAD software</li><li>- Knowledge and experience with erosion control practices and devices</li></ul>

**REMUNERATION:** Shall be fixed based on qualification and relevant experience of the candidate (pay range of Rs. 55,000/- to Rs. 60,000/- per month.)

**MODE OF APPOINTMENT:** On contract basis for a period of two year or based on project requirements.

### **General Instructions**

- 1) Applicant must be citizens of India
- 2) The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- 3) **CMD shall not be responsible for any discrepancy in submitting the online application.**
- 4) Applicants must compulsorily fill-up all relevant fields of the online application.
- 5) Incomplete/incorrect application form will be summarily rejected. 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.
- 6) 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.
- 7) **The qualification stipulated for the post must be from a recognized University/Institute.**
- 8) 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.
- 9) **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
- 10) **Candidates must upload their updated curriculum vitae (CV). Applications without the CV will be rejected.**
- 11) 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.
- 12) **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.**
- 13) Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- 14) Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- 15) CMD 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

- 16) **Rights for the rules for the cut off marks/shortlisting in all stages of recruitment are reserved by CMD.**
- 17) The CMD reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.
- 18) 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 am and 5 pm on working days (Monday – Friday)

**Sd/-  
Authorised Signatory**