



**KERALA STATE WOMEN'S DEVELOPMENT
CORPORATION LIMITED**
(Dept. of Women & Child Development, Govt. of Kerala)



CENTRE FOR MANAGEMENT DEVELOPMENT
(An Autonomous Institution under Government of Kerala)

No.CMD/KSWDC/12/2024

27.12.2024

NOTIFICATION

The Kerala State Women's Development Corporation Ltd. (KSWDC) aims to empower women, especially those from marginalized sections by expanding their economic and social opportunities. The Corporation focuses on holistic development through gender awareness programs, career grooming, and vocational training, equipping women with the skills to utilize available resources and opportunities. KSWDC has positively impacted the lives of numerous women, preparing them to face challenges and advancing societal development. KSWDC requires service of experienced persons for **EMPANELMENT AS WARDEN and ASSISTANT WARDEN on need basis**. The desirous eligible applicants may apply online by satisfying themselves with terms and conditions of this empanelment through the website of Centre for Management Development (CMD), (www.cmd.kerala.gov.in). Eligible applicants will be considered for enlisting/empaneling based on their qualification and experience mentioned below.

The last date for submitting the online application will be **10/01/2025 (05.00 P.M.)**.

The details regarding the qualification, experience required, upper age limit, remuneration are given below:

Sl. No.	Post	Qualification	Experience	Monthly Remuneration	Upper Age Limit (As on 01/12/2024)
1.	WARDEN <i>Existing/Anticipated Vacancy- 05</i> Location: <i>Pathanamthitta : 01</i>	SSLC or its equivalent qualification should have Computer Knowledge	Minimum of Three (3) years of experience as Warden/Assistant Warden in Hostels of Govt. Departments/institutions, autonomous institutions, Educational institutions,	Rs. 20,000/-	Min.: 25 years Max.: 55 years

Sl. No.	Post	Qualification	Experience	Monthly Remuneration	Upper Age Limit (As on 01/12/2024)
	<i>Malappuram : 02</i> <i>Kozhikode : 01</i> <i>Kasaragod : 01</i>		NGOs and reputed private organisations		
2.	ASSISTANT WARDEN Existing/Anticipated Vacancy-05 Location: <i>Thiruvananthapuram : 01</i> <i>Ernakulam : 02</i> <i>Kozhikode : 01</i> <i>Kasaragod : 01</i>	SSLC or its equivalent qualification should have Computer Knowledge	Minimum Six (6) months experience as Warden/ Assistant Warden in Hostels of Govt. Departments/ institutions, Autonomous institutions, Educational institutions, NGOs and reputed private organisations	Rs. 15,000/-	Min.: 25 years Max.: 55 years

Cut off date for age and experience as on 1.12.2024

***Note**

For the posts of Warden & Assistant Warden:

- 1) The post is reserved only for women candidates.
- 2) The post is residential.

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 200KB 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 50KB in *.JPG format only]
- The candidate has to scan his 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 by any other person.

GENERAL INSTRUCTIONS FOR EMPANELMENT

1. Selected candidates may be deployed at locations/Districts as per the decision of KSWDC.

2. Applicant must be citizens of India
3. The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this empanelment before applying online.
4. **KSWDC/CMD shall not be responsible for any discrepancy in submitting the online application.**
5. Applicants must compulsorily fill-up all relevant fields of the online application.
6. Incomplete/incorrect application form will be summarily rejected. KSWDC/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 empanelment process or even at a later stage.
7. 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.
8. **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.**
9. 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.
10. **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
11. **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.**
12. Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Empanelment 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.
13. 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.**
14. **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, a skill test/proficiency test, an interview,**

or any combination of these methods.

15. Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
16. Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages
17. Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
18. CMD/KSWDC 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 empanelment process altogether
- 19. Rights for the rules for the cut off marks/shortlisting in all stages of empanelment are reserved by CMD/KSWDC**
20. The CMD/KSWDC reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit/ relaxation/ concession, misconduct.
21. 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**