



KUDUMBASHREE NATIONAL RESOURCE ORGANIZATION (KS NRO)
3rd Floor, Carmel Towers Cotton Hill, Vazhuthacaud
Thiruvananthapuram, Kerala 695014

RECRUITMENT NOTIFICATION

No. KSNRO/CMD/01/2025

February 12, 2025

Kudumbashree National Resource Organization (KS NRO) is an institution recognized by the Ministry of Rural Development (MoRD), Government of India to provide technical and implementation assistance to the State Rural Livelihood Missions (SRLMs) across India. It focuses on two main areas: PRI-CBO Convergence, which strengthens collaboration between Panchayat Raj Institutions (PRIs) and Community Based Organisations (CBOs) to improve access to entitlements and local governance, and Enterprise Development, which creates community-based support systems through Micro Enterprise Consultants (MECs) to help the poor establish and run their own enterprises. The **Centre for Management Development (CMD)** on behalf of **Kudumbashree NRO** invites applications from the desirous eligible candidates for the position of **Accountant** on contract basis. Interested candidates may apply **ONLINE** mode only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmd.kerala.gov.in).

Schedule of Events

- **Start date for submitting online application : 12.02.2025 (10:00 am)**
- **Last date for submitting online application : 27.02.2025 (5:00 pm)**

The details for the post is given below:

Sl. No.	Post	Qualification	Experience	Age Limit (as on 01.01.2025)	Consolidated Monthly Salary
1	Accountant <i>Vacancy: 01</i>	Bachelor's Degree in Commerce (with at least 60% marks in aggregate)	<ul style="list-style-type: none">• Minimum 3 years of experience in Accounts/Admin department of any reputed organisation• Experience in accounting with Government projects will be an added advantage.• Working knowledge in Tally software is compulsory and should have basic office documentation skills• Fluency in English language (both Oral	30 years (candidates born on or after 01.01.1995)	Rs. 25,000/- along with a communication allowance of Rs. 1000/- per month will be paid.

Sl. No.	Post	Qualification	Experience	Age Limit (as on 01.01.2025)	Consolidated Monthly Salary
			and Written) is compulsory. <ul style="list-style-type: none"> Preference will be given to those who are proficient in Hindi language 		

**Cut-off date for experience as on 01.02.2025*

Note:

Preference will be given to candidates from Thiruvananthapuram district

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

- 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) **Kudumbashree/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) **All degrees should be full time degrees in courses approved by AICTE/UGC.**
- 6) Incomplete/incorrect application form will be summarily rejected. Kudumbashree/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.
- 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 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.
- 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/Kudumbashree 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.**
- 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/Kudumbashree 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.
- 19) **Rights for the rules for the cut off marks/shortlisting in all stages of recruitment are reserved by CMD/Kudumbashree**
- 20) The CMD/Kudumbashree 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**