



**KERALA CLIMATE RESILIENT AGRI-VALUE CHAIN MODERNIZATION  
(KERA) PROJECT**  
(World Bank Assisted Project)  
**Department of Agriculture Development and Farmers' Welfare**  
**Government of Kerala**

No. KERA/CMD/001/2025

August 21, 2025

**NOTIFICATION**

The Kerala Climate Resilient Agri-Value Chain Modernization Project (KERA) under the Department of Agriculture Development and Farmer's welfare is a pioneering initiative aimed at enhancing climate resilience in agriculture through sustainable practices and value chain modernization.

On behalf of KERA, the Centre for Management Development (CMD) invites applications from qualified and competent candidates for appointment to the positions of **Project Executive** and **Project Assistant** on **contract basis**. Interested candidates may apply **ONLINE** through the websites of KERA Project (<https://kera.kerala.gov.in>) and Centre for Management Development (CMD), Thiruvananthapuram ([www.cmd.kerala.gov.in](http://www.cmd.kerala.gov.in)) by satisfying themselves with the terms and conditions of this recruitment.

**Schedule of Events:**

Start date for submitting online application	<b>August 21, 2025 (10:00 A.M.)</b>
Last date for submitting online application	<b>September 04, 2025 (05:00 P.M.)</b>

The details of posts, eligibility criteria and monthly consolidated pay are as given below:

Sl. No.	Post	Qualification	Upper Age Limit (as on 01.01.2025)	Monthly Remuneration
1	Project Executive	Graduate degree in Engineering or Agriculture preferably with a Postgraduate qualification such as M.Sc, M.Tech, MBA, or a Postgraduate Diploma in Management	30 years	Rs. 40,000/-
2	Project Assistant	B. Com (Preferably MBA/M.Com)	30 years	Rs. 25,000/-

The office-wise vacancies for the above mentioned positions are as follows:

**1. Project Executive – 13 Nos.**

**I. BSC Agriculture specialization:**

- State Project Management Unit, Thiruvananthapuram -03
- Regional Project Management Unit, Kottayam -01
- Regional Project Management Unit, Thrissur -01
- Regional Project Management Unit, Kannur -01
- Project Implementation Unit, Kerala Agricultural University, Thrissur -01
- Project Implementation Unit, Department of Industries & Commerce Thiruvananthapuram -01

## II. B. Tech Engineers:

- State Project Management Unit, Thiruvananthapuram -01 (B.Tech Civil)
- Project Implementation Unit, Department of Industries & Commerce Thiruvananthapuram -01 (B.Tech General)
- Regional Project Management Unit, Thrissur -01 (B.Tech Civil)
- Regional Project Management Unit, Kannur -01 (B.Tech General)
- Regional Project Management Unit, Kottayam -01 (B.Tech General)

### 2. Project Assistant – 16 Nos.

- State Project Management Unit, Thiruvananthapuram -10
- Regional Project Management Unit, East (Kottayam) -01
- Regional Project Management Unit, Central (Thrissur) -01
- Regional Project Management Unit, North (Kannur) -01
- Project Implementation Unit, Department of Industries & Commerce - Thiruvananthapuram -02
- Project Implementation Unit, Kerala Agricultural University, Thrissur -01

### 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 200 kB 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 50 kB in \*.JPG format only].
- The candidate has to scan his/her 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 be by any other person.

### General Instructions

- Applicant must be citizens of India.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.
- **KERA/CMD shall not be responsible for any discrepancy in submitting the online application.**
- Applicants must compulsorily fill-up all relevant fields of the online application.
- Incomplete/incorrect application form will be summarily rejected. KERA/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.
- 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.
- **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.**

- 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.
- **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
- **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.**
- 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.
- **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.**
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
- CMD/KERA 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.
- **Rights for the rules for the cut off marks/shortlisting in all stages of recruitment are reserved by CMD/KERA.**
- The CMD/KERA reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.

Sd/-

Authorized Signatory

Sl. No.	Post	Key Responsibilities
1	Project Executive	<ul style="list-style-type: none"> <li>❖ Identification and verification of beneficiary documents.</li> <li>❖ Validation of credentials of online applications.</li> <li>❖ Monitoring and expediting each stage of application processing.</li> <li>❖ Verification of grant calculations and ensuring accuracy.</li> <li>❖ Preparation of grant disbursement statements.</li> <li>❖ Reviewing KFO activities and weekly progress reports.</li> <li>❖ Monitoring grant disbursement progress and ensuring compliance.</li> <li>❖ Certification of civil work documentation and related approvals.</li> <li>❖ Safeguard verification and preparation of compliance reports.</li> <li>❖ Drafting and finalizing minutes of meetings.</li> <li>❖ Creating and maintaining file and receipt records.</li> <li>❖ Any other duties as may be assigned from time to time.</li> </ul>
2	Project Assistant	<ul style="list-style-type: none"> <li>❖ Facilitating financial documentation and Tally entries.</li> <li>❖ Generating administrative papers and maintaining bookkeeping records.</li> <li>❖ Preparation of documents related to grant calculation and financial reconciliation.</li> <li>❖ Supporting general office operations and documentation processes.</li> <li>❖ Maintaining stock registers and inventory records.</li> <li>❖ Overseeing asset maintenance and upkeep.</li> <li>❖ Calculating and monitoring office rent and operational expenses.</li> <li>❖ Tracking consultant deliverables and preparing related reports.</li> <li>❖ Verifying consultant payments and monitoring disbursements.</li> <li>❖ Maintaining consultant tenure records and coordinating with SPMU/RPMUs.</li> <li>❖ Arranging workshops and training programmes.</li> <li>❖ Any other responsibilities assigned under the project framework.</li> </ul>