



KERALA INSTITUTE FOR ENTREPRENEURSHIP DEVELOPMENT

No.CMD/KIED/02/2022

June 15, 2022

NOTIFICATION

The **Centre for Management Development (CMD)**, Thiruvananthapuram on behalf of **Kerala Institute for Entrepreneurship Development (KIED)** invites applications from competent and qualified candidates to the post of **Deputy Manager, Assistant Manager, Junior Manager and Multi-Purpose Staff in Centre of Excellence (CoE) & Enterprise Development Centre (EDC) on contract basis**. Interested candidates may **apply via ONLINE mode** only by filling the prescribed online application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net). The details are given below. The online application submission link will open on **15/06/2022 (10:00 AM)**. The last date for submitting online application is **29/06/2022 (05:00 PM)**.

Note: Candidates will have to upload their 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 200 kb and the size of the signature should be less than 50 kb. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3 MB in size.

About KIED

KIED was established as an autonomous body of the Government of Kerala on 9th November 1994 and established in Kochi in 2005. It aimed to promote the spirit and culture of entrepreneurship among the youth of Kerala by giving them orientation in Human Resources Development and training in skill development and leadership. KIED develops the spirit of entrepreneurship among the people through Entrepreneurial Awareness Campaign, Seminars, Workshops as well as Research and Development etc. leading to more and more self-employment thereby developing the people of Kerala as an enterprising society.

DETAILS OF POSTS

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

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
1	Deputy Manager (Practice) <i>(Vacancy: 01 no.)</i> Department: CoE	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 05 years of relevant experience in managing diverse teams/ projects including preparation of tender documents, agreements etc. with experience in procurement in Government sector or institutions/ reputed organizations. • Project management experience in managing portfolio of projects/ initiatives / consulting assignments. • Exceptional leadership, time management, facilitation, and organizational skills and negotiation skill. • Outstanding working knowledge of change management principles and performance evaluation processes. • Knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage. • Excellent communication skills. 	35 Years	Rs.50,000 – 60,000
2	Assistant Manager (Directors Office) <i>(Vacancy: 01 no.)</i> Department: CoE	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 03 Years of relevant experience in Government/Private sector as Executive Assistant or in similar roles, reporting directly to CEO/Director or head of the institutions. • Ability to exercise good judgment in a variety of situations, with strong written and verbal communication, and the ability to maintain a realistic balance among multiple priorities. • Highly skilled in Microsoft applications; Outlook, Word, Excel and Power Point. • High level of organizational, time management and customer relations skills. • Detail oriented, accurate and able to act autonomously with minimal supervision. • Ability to work well under pressure and meet deadlines. • Strong verbal and written communication skill. 	30 Years	Rs.30,000 – 40,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
3	Assistant Manager (Learning) <i>(Vacancy: 01 no.)</i> Department: CoE	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 03 Years of relevant experience in Government Institutions/ Start Up / Educational Institutions/ Reputed Pvt Institutions / Entrepreneurship / Development Organization. • Proven track record in developing and executing successful training programmes in reputed institutions will be added advantage. Knowledge of instructional design, implementation, training methods and ability to complete full training cycle. • Knowledge of learning management systems, online delivery tools and e – learning platforms. • Advanced organizational skills and time management skills. • Strong leadership and have written, verbal and interpersonal communication skills. • Meticulous attention to detail. • Excellent IT skills and proficient in MS Office tools. 	30 Years	Rs.30,000 – 40,000
4	Junior Manager (Learning) <i>(Vacancy: 01 no.)</i> Department: CoE	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 02 years of relevant experience in Government Institutions/ Educational Institutions/ Reputed Pvt. Institutions / Start up and Entrepreneurship Development Organizations etc. • Proven track record in developing and executing successful training programmes as Training coordinator, facilitator or similar role in reputed institutions and Knowledge of learning management systems, online delivery tools and e – learning platforms is desirable. • Advanced organizational skills and time management skills. • Strong leadership and have written, verbal and interpersonal communication skills. • Meticulous attention to detail. • Excellent IT skills and proficient in MS Office tools. 	28 Years	Rs. 25,000 – 30,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
5	Junior Manger (Fellowships & Grants) <i>(Vacancy: 01 no.)</i> Department: CoE	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 02 Years of relevant experience in similar field in Government/ Research / Educational Institutions/ Reputed Organizations / Startup / Entrepreneurship Development agencies etc. • Experience in managing fellowships, grants, research projects etc is desirable. • Must be highly skilled in advanced MS Office Suite, spreadsheets, database, and electronic data compilation. • Must adapt at working effectively in a small team setting and a team player. • Excellent time management and organizational skills, attention to detail, and ability to follow-through and complete tasks in a timely manner within the budget. • Must be professional with the integrity to maintain strict confidentiality of sensitive information. • Must be flexible and willing to assume varied duties and responsibilities. 	28 Years	Rs. 25,000 – 30,000
6	Junior Manger (Publications & Platform) <i>(Vacancy: 01 no.)</i> Department: CoE	B.Tech or MBA or PG in Journalism/ Mass Communication	<ul style="list-style-type: none"> • Minimum 02 years of relevant work experience in Government Sector/ Rural /Educational institutions /Startup/Entrepreneurship Development agencies / reputed organization. • Experience in editing, publishing and demonstrated ability to edit and write a wide range of materials for a diverse target audience with sound computer, layout and publishing skills, with relevant technical knowledge in production of technical documents and meeting reports in print and electronic form. • Excellent oral and written communication skills. • Self-starter who can work effectively with minimal supervision as part of an interdisciplinary team. • Experience in writing, editing and publishing articles on website and Knowledge on the use of website content management system (CMS). • Ability to create appropriate content for dissemination via press releases, social media, websites, and other distribution channels. • Analytical thinker with strong conceptual and research skills. 	28 Years	Rs. 25,000 – 30,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
7	Deputy Manager (Innovation) <i>(Vacancy: 01 no.)</i> Department: EDC	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 05 years of relevant experience in similar area in Government/ Start up Ecosystems / Entrepreneurship Development Institutions / Research Institutions etc. • Multitasking & organized and should be able to work independently. • Detailed understanding of innovation/entrepreneurship/MSME ecosystems will be an added advantage. • Good Knowledge of MS- Suite like PowerPoint, Excel etc • Proven experience in management leadership roles in diverse teams and a team player. • Project management experience in managing portfolio of projects/ initiatives / consulting assignments. • Exceptional leadership, time management, facilitation, and organizational skills and negotiation skill. • Outstanding working knowledge of change management principles and performance evaluation processes. 	35 Years	Rs. 50,000 – 60,000
8	Assistant Manager (Incubation) <i>(Vacancy: 01 no.)</i> Department: EDC	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 3 years of relevant experience in the startup/ entrepreneurship as a founder or cofounder and or an enabler of startup / MSMEs or innovation entrepreneurship ecosystem by way of managing or leading or coordinating key activities or its flagship Programmes. • Experience in writing proposal and successfully fetching government grant. Managing and tracking all financial activities under various Programmes including, sourcing grants / funding, disbursements, milestone tracking, financial reporting etc. • Networking with industry and mentors, experience of filing and documentation of centre, operations, knowledge of quality systems, planning, operation and scaling mentoring services etc. • Strong execution skill set- including a focus on decision making, comfort with ambiguity and ability to drive rapid learn and implement iterations, strong bias for action and outcomes-based orientation. • Excellent skills in entire Microsoft Office suit (MS word, PowerPoint, excel etc.). 	30 Years	Rs. 30,000 – 40,000

Sl. No.	Post, No. of Vacancy & Department	Qualification	Work Experience* & Skills Required As On (01/06/2022)	Upper Age Limit As On (01/06/2022)	Salary
9	Assistant Manager (Technology Transfer) (Vacancy: 01 no.) Department: EDC	B.Tech or MBA or PG in any discipline	<ul style="list-style-type: none"> • Minimum 03 years of relevant experience in entrepreneurship development/ Technology transfer/ Commercialization or similar roles. • Experience in writing proposals and successfully fetching Grants and Experience in successful ideation to commercialization of products, and product development. • Establishing cooperative research and development agreements. • Expertise on writing grant / funded proposals, commercialization, cooperative research etc. will be added advantage. 	30 Years	Rs. 30,000 – 40,000
10	Assistant Manager (Industry Academy Collaboration) (Vacancy: 01 no.) Department: EDC	B.Tech or MBA	<ul style="list-style-type: none"> • Minimum 03 years of relevant experience in entrepreneurship development/ industry academy collaboration/ similar sectors. • Experience of establishing networking and association with global universities of repute in entrepreneurship/ innovation/ technology/design etc. • Ability to innovate and build relationships and experience partnering with industry, academia and/or government to deliver projects with mutually beneficial outcomes. • Excellent interpersonal and communication skills with sound negotiating and conflict resolution skills. 	30 Years	Rs.30,000 – 40,000
11	Assistant Manager (Facilitation) (Vacancy: 01 no.) Department: EDC	B.Tech or MBA or CA Inter and above or CS Executive.	<ul style="list-style-type: none"> • Minimum 03 years of relevant experience in business / Business counseling / assessment/advisory/facilitation in Government Institutions/ Educational Institutions/ Reputed Pvt Institutions • Ability to communicate and build relationships with all levels of staff and owners across all business size and maturity. • Excellent project management and administrative skills and a high standard of communication skills in Malayalam and English. • Report writing skills, with excellent skill in MS office tools like word, excel, power point to prepare project reports/ financial analysis etc. 	30 Years	Rs. 30,000 – 40,000
12	Assistant Manager (Finance) (Vacancy: 01 no.) Department: EDC	M. Com or CA Inter and above.	<ul style="list-style-type: none"> • Minimum 03 years of relevant experience in Government Institutions/ Educational Institutions/ Reputed Pvt. Institutions • Sound knowledge in MS Office including word, Excel or PowerPoint. • Expertise in double entry book keeping and preparation of financial statement. • Hands-on experience in Tally or similar amounting packages. • Knowledge of GST and TDS and other statutory compliance. 	30 Years	Rs. 30,000 – 40,000

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			<ul style="list-style-type: none"> Strong understanding of tax accounting and tax compliance. 		
13	Junior Manager (Facilitation) <i>(Vacancy: 01 no.)</i> Department: EDC	B.Tech or MBA or CA Inter and above or CS Executive.	<ul style="list-style-type: none"> Minimum 02 years of relevant experience in business / Business counseling / assessment/advisory/facilitation. Ability to follow up and provide service to business for their growth Excellent project management and administrative skills and a high standard of communication skills in Malayalam and English. Report writing skills, with excellent skill in MS office tools like word, excel, power point to prepare project reports/ financial analysis etc. 	28 Years	Rs. 25,000 – 30,000
14	Junior Manager (Design and Digital Media) <i>(Vacancy: 01 no.)</i> Department: EDC	MBA/ B.Tech / B.Des. or Bachelor's degree in any discipline with Post graduate degree/ diploma in Mass Communications/Public Relations/ Design.	<ul style="list-style-type: none"> Minimum 02 years of relevant experience in any reputed organizations. Expertise with standard design tools like, Photoshop, Illustrator, Sketch and other designing software. Knowledge in Photos and video editing software. Ability to work individually and team under strict timelines. Should have good communication skills (English and Malayalam), excellent writing and proof reading skills. Hands on experience in CMS, SEO, Keyword research, CSS & HTML etc. Knowledge on user centered design, best practices and production techniques. Sound Knowledge of online marketing channels and familiarity with web design. Creative photographic skill is an added advantage. 	28 Years	Rs. 25,000 – 30,000
15	Multi-Purpose Staff <i>(Vacancy: 01 no.)</i> Department: EDC	Graduation in any discipline or Three year Diploma	<ul style="list-style-type: none"> Minimum 02 years of relevant experience in any Government Institutions/ Educational Institutions/ Reputed Private Institutions. Should have good interpersonal communication skill. Exceptional oral and written communication skills. Proficient computer skills (email, Microsoft Office, Excel, Google Spreadsheets, etc.) and ability to operate general office equipment. Excellent time management skills. 	28 Years	Rs. 20,000

** Only post qualification work experience of the candidate until 01.06.2022 will be considered.*

**Candidates should clearly mention about the task and duties performed in current/previous organization.*

Note:

- Candidates should apply through online mode only.
- 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.
- KIED reserves the right to shortlist only a limited number of candidates for test/group discussion/interview, as the case may be for the post based on marks secured in their qualifying examination and/or years of relevant experience. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Have a valid personal e-mail ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail ID of the candidate.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after the submission.
- Intimations will be sent by e-mail and/or SMS only to the e-mail ID and mobile number registered in the online application form. CMD shall not be responsible if the information/intimations do not reach candidates in case of change in the mobile number, e-mail address, and technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
- 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. KIED reserves the right to fill or not to fill the post advertised.
