



KERALA ACADEMY FOR SKILLS EXCELLENCE
(Skill Development Mission of Government of Kerala)

No. KASE-1105/2019

31/08/2019

NOTIFICATION

The **Kerala Academy for Skills Excellence (KASE)**, the State Skill Development Mission, under Department of Labour and Skills, Government of Kerala invites applications from qualified and competent candidates for appointment to various posts **on contract basis**. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the website of KASE (www.kase.in) or Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net). The details are given below. The online application submission link will open on **03/09/2019 (09.00 am)**. The last date for submitting online application is **17/09/2019 (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 50KB. The copies of certificates shall be either in JPEG format or in PDF format, and shall not exceed 3MB size.

DETAILS OF POSTS

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

Sl. No.	Posts to be filled	Qualification	Experience	Upper Age Limit	Maximum Monthly Remuneration	Deputation/ Contract
1	Chief Operating Officer <i>(No. of vacancies-1)</i>	A professional degree with full time MBA/PG Diploma in Management	<p><u>Essential:</u> At least 10 years of post qualification experience in private sector/PSUs/State Missions/Departments at Management Level of which at least 5 years with independent charge of an organisation or major department of organisation.</p> <p><u>Desirable:</u> Preference shall be given to candidates with minimum experience of at least 5 years in State/Central Government skill development programmes/projects/agencies or with reputed corporates in the domain of skill development</p>	50 years	Rs. 1,20,000/-	Contract period of 3 years with yearly performance evaluation
2	Manager (Operations) <i>(No. of vacancies-1)</i>	Full Time Master Degree in Business Administration with a First Class	<p><u>Essential:</u> At least 5 years of post qualification experience</p> <p><u>Desirable:</u> Preference shall be given to candidates with minimum experience in similar job roles of at least 2 years in State/Central Government skill development programmes /projects/agencies or with reputed corporates in the domain of skill development</p>	40 years	Rs. 70,000/-	Contract period of 3 years with yearly performance evaluation
3	Manager (Projects and New Initiatives) <i>(No. of vacancies-1)</i>	Full Time Master Degree in Business Administration with a First Class	<p><u>Essential:</u> At least 5 years of post qualification experience</p> <p><u>Desirable:</u> Experience in Government skill development projects/PPP projects/Skill development agencies like NSDC in similar job roles is desirable</p>	40 years	Rs. 70,000/-	Contract period of 3 years with yearly performance evaluation

Sl. No.	Posts to be filled	Qualification	Experience	Upper Age Limit	Maximum Monthly Remuneration	Deputation/ Contract
4	Consultant (Civil) (No. of vacancies-1)		Essential: Retired candidates from government service not below the rank of Executive Engineer . Desirable: 1. Proven experience as construction project manager 2. In-depth understanding of tendering and Government procedures. 3. Experience in procurement as per the Government procedure 4. Experience in preparation/verification of BOQ and engineering drawings is necessary	61 years	Rs. 50,000/-	Contract period of 3 years with yearly performance evaluation
5	Senior Executive (Projects) (No. of vacancies-1)	First Class Post Graduate Degree or a Professional degree	Essential: Minimum 4 years of post qualification experience Desirable: Preference shall be given to candidates with minimum experience of at least 2 years in State/Central Government skill development programmes/projects/agencies or with reputed corporates in the domain of skill development	35 years	Rs. 40,000/-	Contract period of 3 years with yearly performance evaluation
6	Senior Executive (IT) (No. of vacancies-1)	First Class Post Graduation in IT/Computer Science/Computer Application	Essential: Minimum 4 years of post qualification experience Desirable: Experience in mobile application development is desirable	35 years	Rs. 40,000/-	Contract period of 3 years with yearly performance evaluation
7	Senior Executive (HR and Administration) (No. of vacancies-1)	First Class Post Graduate/ Professional Degree in Human Resources	Essential: At least 4 years of post qualification experience in relevant fields.	35 years	Rs. 40,000/-	Contract period of 3 years with yearly performance evaluation
8	Company Secretary (No. of vacancies-1)	Member of Institute of Company Secretaries of India	Essential: 3 years of post qualification experience	40 years	Rs. 50,000/-	Contract period of 3 years with yearly performance evaluation

- Only post qualification work experience of the candidate until 01.08.2019 will be considered.

Note:

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.

KASE 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 years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.

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. KASE reserves the right to fill or not to fill the post advertised.
