



KERALA ACADEMY FOR SKILLS EXCELLENCE

Department of Labour and Skills, Government of Kerala

No. KASE/CMD/003/2024

22-08-2024

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 positions **on contract basis**. Interested candidates may apply **ONLINE** through the website of the Centre for Management Development (CMD), Thiruvananthapuram (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 : **August 24, 2024 (10:00 A.M.)**

Last date for submitting online application : **September 7, 2024 (05:00 P.M.)**

The details of posts, no. of vacancies, eligibility criteria and monthly consolidated pay are as given below:

| Sl. No. | Post | Educational Qualification | Experience | Age Limit | Monthly Consolidated Pay in Rs. |
|----------------|-------------------------------------|---|--|------------------|--|
| 1 | Executive (Training) Vacancy -01 | Full-time MBA or MSW or Graduation in Engineering or equivalent with minimum 60% marks from a University/ Institute recognized by Government. | Minimum one year experience in skill development/project management or similar field | 25 - 40 | Rs.40,000/- |

| Sl. No. | Post | Educational Qualification | Experience | Age Limit | Monthly Consolidated Pay in Rs. |
|---------|---|---|--|-----------|---------------------------------|
| 2 | Executive (Placement) Vacancy -01 | Full-time MBA or MSW or Graduation in Engineering or equivalent with minimum 60% marks from a University/ Institute recognized by Government. | Minimum one year experience in HR management or placements or stake holding | 25 - 40 | Rs.40,000/- |
| 3 | Business Development Executive Vacancy -01 | Full-time MBA in Marketing or equivalent with minimum 60% marks from a University/ Institute recognized by Government. | Minimum one year experience in skill development/project management or similar field | 25 - 40 | Rs.40,000/- |
| 4 | District Skill Coordinator Vacancy – 04* (Anticipated vacancies in various districts) | Full-time MBA or MSW or Graduation in Engineering or equivalent with minimum 60% marks from a University/ Institute recognized by Government. | Minimum one year experience in skill development/project management or similar field | 25 - 40 | Rs.30,000/- |

Cut-off dates for eligibility

The cut-off date for the purpose of eligibility on age criteria shall be September 01, 2024.

The cut-off date for the experience shall be September 01, 2024.

Selection Process

The selection process may comprise of Written Examination /Group Discussion and/or Personal Interview. KASE reserves the absolute right to decide as to whether to use any/a combination of these modes for selection to the notified posts.

Instructions for Uploading Photograph, Signature and Curriculum Vitae

- 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 and 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 and 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.
- Candidate will have to upload a Curriculum Vitae (CV) in *.JPG or *.PDF format only, and the size of the document shall not exceed 3 MB.

General Instructions

1. The applicants are required to go through the detailed notification carefully and decide about their eligibility for this recruitment before applying and shall enter the particulars completely online.
2. KASE shall not be responsible for any discrepancy in submitting the online application.
3. Applicants must compulsorily fill-up all relevant fields of the online application.
4. Incomplete/incorrect application form will be summarily rejected. KASE 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 the recruitment process or even at a later stage.**
5. 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 Candidates, his/her candidature will be rejected.
6. KASE reserves the right to fill or not fill the post advertised.
7. Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. KASE may send intimation to download call letters for Written Test/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 application and must maintain that email account and mobile number.
8. The copy of the Appointment letters, Salary Certificates, pay slip, etc., will not be accepted in lieu of the work experience certificate.

Sd/-
Authorized Signatory