



# Centre for Management Development

**An Autonomous Institution under the Government of Kerala**

**CV Raman Pillai Road, Thycaud, Thiruvananthapuram – 695 014**

No. CMD/DS/HR/002/2026

June 02, 2026

## **Recruitment Notification**

The **Centre for Management Development (CMD)**, an autonomous institution under the Department of Industries and Commerce, Government of Kerala invites application from qualified and competent candidates for the posts of **Administrative Officer and Accounts Executive on a contract basis**. The details are given below. The last date for submitting applications, along with a detailed CV and supporting documents relating to educational qualifications and experience, is **June 15, 2026, at 5:30 PM**.

*The **Centre for Management Development** is a leading, self-supporting autonomous institution, under the Department of Industries and Commerce, Government of Kerala, which provides research, consulting and training support to the Development Agencies, Corporate Sector and the Government. Established in 1979 with the objective of providing capacity development support to the Public Sector Undertakings (PSUs) in Kerala, it is sponsored by the Government of Kerala as an independent, professional and registered society.*

### **DETAILS OF POST**

**Post -1**

Sl. No.	Post	Qualification & Requirements	Upper Age Limit (as on 31-05-2026)	Monthly consolidated Salary (in Rs.)
1.	<b>Administrative Officer</b> <i>Vacancy – 01</i>	<p><b><u>A. Educational Qualifications</u></b></p> <p>(i) Regular MBA/ PG degree in Management /Administration from a recognized university, or Company Secretaryship (under ICSI registration)</p> <p>(ii) LLB desirable</p> <p><b><u>B. Experience</u></b></p> <p><b><i>(a) For Direct candidates</i></b> : Total of 15 years’ experience in handling Administration/HR matters of a reputed organization, in which 5 years should be in a middle or senior supervisory position. Should possess good writing and oral communication skills in Malayalam and English.</p> <p><b><i>(b) For Internal Candidates:</i></b>  Internal candidates with above educational qualifications and having a total of 15 years’ experience in CMD and 5 years in Administration/HR roles in CMD. Should possess good writing and oral communication skills in Malayalam and English.</p> <p><b><u>(c) For Retired personnel:</u></b>  Retired personnel with same educational qualifications mentioned above and experience same as that of direct candidates can also apply for the post. The upper age limit for such applicants will be 58 years</p>	50	Rs. 70,000 to Rs. 90,000 per month depending on qualification and relevant experience

**Note:** 1. Appropriate candidates on deputation from Govt. Departments/ Institutions/Central & State PSUs, with same educational qualifications and experience mentioned under (A) and (B) above, shall also be considered.

**Type of Appointment:**

The appointment will be on contract basis, for an initial period of three years. The candidate may be considered for regularization based on performance, in the scale of pay of the Administrative Officer of the CMD, with a probation period of 2 years. Retired hands shall continue in the contract term up to 60 years.

**Brief Profile of the Post**

- General supervision and guidance in all administrative, HR, legal and establishment matters of the Centre
- Provide support to the Director in all matters related to the Governing Board including constitution of the Board, regular meetings of the Board, annual general meetings, and preparation of minutes and so on.
- Provide support for preparation and submission of Annual Plan to the Government/State Planning Board, and related matters
- Ensure timely recruitment of personnel and responsible for all matters related to establishment including maintenance of personal file and leave management.
- Responsible for supervising and coordinating all administrative activities of the Centre, including managing correspondences, as required
- Responsible for renewal of all statutory licenses, submission of returns, and ensuring compliance to all statutory requirements
- Responsible for providing administrative support to the faculty members and other academic staff for smooth completion of various activities.
- Responsible for upkeep and maintenance of all properties of the Centre including building, utilities, fire safety equipment, furniture, computer/laptop, and responsible for proper management and maintenance of Centre's vehicles
- Responsible for attending to legal matters related to the Centre
- Ensure timely preparation of Annual Report of the Centre
- Custodian of various documents, licenses, registers, receipts, files, etc., related to administrative and establishment matters
- Any other activities as entrusted by the Dean (Administration)/Director

### **Selection Process**

A short list of candidates shall be prepared based on scrutiny of applications and credentials of the candidates. Suitable number of candidates from the short list shall be called for written test /personal interview. The final list of selected candidates will be published in the website of the Centre.

### **Post 2**

<b>Sl. No.</b>	<b>Post</b>	<b>Qualifications &amp; Experience</b>	<b>Upper Age Limit (as on 31-05-2026)</b>	<b>Monthly consolidated Salary # (in Rs.)</b>
2.	Accounts Executive <i>Vacancy - 01</i>	1. Regular MBA(Finance)/ M. Com (Regular) from a reputed institution with minimum 3 years' experience in management accounting/project accounting/reporting, project team co-ordination/project analysis/data analysis Or CA/CMA Intermediate with 1 year experience in management accounting/project accounting/ reporting, project team co-ordination/project analysis/data analysis  2. Proficiency in computerized accounting software and IT skills	35	Rs. 40,000/- to Rs. 53,000/-

*Note: # shall be fixed based on qualifications and relevant experience of the Candidate*

Note: The appointment will be on contract basis, for an initial period of one year that may be extended based on performance

### **General Instructions for Post 1 & Post 2**

- **Canvassing in any form will lead to disqualification of the candidature.**
- The applicants are required to go through the notification carefully and decide themselves about their eligibility for this recruitment before applying.
- Applicants should clearly mention the POST applied for
- CMD is not responsible for any discrepancy in submitting the application and CV
- Incomplete/incorrect application and applications without detailed CV and supporting documents will be summarily rejected. CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. 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.
- CMD reserves the right to fill or not fill the post advertised.
- 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/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 on-line and must maintain that email account and mobile number.
- 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.

**Sd/-**  
**Director**