



# Centre for Management Development

An Autonomous Institution under the Government of Kerala  
CV Raman Pillai Road, Thycad, Thiruvananthapuram-695014

No.CMD/HR-CC/FOE/004/2023

December 13, 2023

## 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 various posts in a Foreign Language Institute based in Kozhikode on **contract basis**. Interested candidates may apply online through the provided link <https://forms.gle/XviWKQG5VYThZBjm7>. The details of the posts are given below. The last date for receiving online application along with CV is **December 22, 2023 (05.00 P.M.)**.

*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 POSTS

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

Sl. No.	Post	Qualification	Requirements	Monthly consolidated Salary# (in Rs.)
1.	<b>Centre Coordinator</b> (Post Code: C/04(1)/23) <i>Vacancy-01</i>	Professional Graduation/Post graduation in any discipline from recognized University	<ul style="list-style-type: none"><li>• Experience: 1 – 3 years</li><li>• Administrative experience in similar institutions</li><li>• Strong communication skill in English.</li></ul>	₹35,000/ -
2.	<b>Student Counsellor</b> (Post Code: C/04(2)/23) <i>Vacancy-01</i>	Professional Graduation/Post graduation in any discipline from a recognized University.	<ul style="list-style-type: none"><li>• Experience: 1 – 3 years</li><li>• Should have essential computer knowledge</li><li>• Language proficiency in both English and Malayalam</li></ul>	₹25,000/ -
3.	<b>Front office Executive</b> (Post Code: C/04(3)/23) <i>Vacancy-01</i>	Graduation in any discipline from a recognised University.	<ul style="list-style-type: none"><li>• Experience: 1 – 3 years</li><li>• Should have essential computer knowledge</li><li>• Language proficiency in both English and Malayalam</li><li>• Customer oriented and professional attitude.</li></ul>	₹20,000/ -

4.	<b>Trainer (GERMAN)</b> (Post Code: C/04(4)/23)	<ul style="list-style-type: none"> <li>• Bachelor's degree in any discipline from a government recognized University and/or Goethe Certified.</li> <li>• B2/C1 Level proficiency</li> </ul>	Experience: 1 – 2 years	As per best in the industry
5.	<b>Trainer (OET)</b> (Post Code: C/04(5)/23)	<ul style="list-style-type: none"> <li>• Bachelor's degree in any discipline from a government recognized University.</li> <li>• An overall score of 8.0 in IELTS</li> <li>• preferably TESOL certified</li> </ul>	Experience: 1 – 2 years as OET trainer.	As per best in the industry
6.	<b>Trainer (IELTS)</b> (Post Code: C/04(6)/23)	<ul style="list-style-type: none"> <li>• Bachelor's degree in any discipline from a government recognized University.</li> <li>• An overall score of 8.0 in IELTS.</li> </ul>	Experience: 1 – 2 years as IELTS trainer.	As per best in the industry

*#shall be fixed based on qualification and relevant experience of the Candidate*

*Note: Selection committee shall have the right to provide relaxation on qualification or age against experience*

**General Instructions**

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying.
- CMD is not responsible for any discrepancy in submitting the application and CV through email.
- Incomplete/incorrect email application and applications without detailed CV 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 processor 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 Proficiency 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.
- Copies of Appointment letters, Salary Certificates, pay slip, etc. will not be accepted in lieu of work experience certificate.

**Director**