



KERALA STATE INDUSTRIAL DEVELOPMENT CORPORATION LTD.

No. KSIDC/CMD/VP/12-2019

December 27, 2019

NOTIFICATION

The Kerala State Industrial Development Corporation Ltd. (KSIDC), a premier Public Sector Undertaking in Kerala, engaged in industrial & investment promotion, project financing & facilitation, development of industrial infrastructure & parks, development of mega projects, etc., invites application 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 KSIDC (www.ksidc.org) or Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net). The online application submission link will open on **27.12.2019 (10:00 am)**. The last date for submitting the online application is **12.01.2020 (5:00 pm)**.

The details are given below.

| Sl. No. | Post | Division/Department | Vacancy | Age Limit (as on 1.12.2019) |
|---------|------------------------------------|--|---------|--------------------------------|
| 1. | Business Development Executive I | Seed Funding | 01 | Min. 25 years Max. 30 years |
| 2. | Business Development Executive II | Incubation Centre (at UL Cyber Park, Kozhikode) | 01 | Min. 25 years Max. 30 years |
| 3. | Business Development Executive III | Incubation Centre at Geo Info Park, Kakkanad | 01 | Min. 25 years Max. 30 years |
| 4. | Business Development Executive IV | Investment Promotion | 01 | Min. 25 years Max. 30 years |
| 5. | Accountant | Finance & Accounts (Thiruvananthapuram & Kochi) | 02 | Min. 25 years Max. 30 years |

| Sl. No. | Post | Division/Department | Vacancy | Age Limit (as on 1.12.2019) |
|----------------|--------------------------------|---|----------------|--|
| 6. | Project Engineer | Infrastructure (Kannur & Kasargod, Palakkad, Cherthala) | 03 | Min. 25 years Max. 35 years |
| 7. | Executive Assistant (MD) | Office of Managing Director | 01 | Max. 35 years |
| 8. | Executive Assistant (Chairman) | Chairman/ seed funding (Kochi Office) | 01 | Max. 35 years |
| 9. | Project Executive | Kochi Bangalore Industrial Corridor | 01 | Min. 25 years Max. 30 years |
| 10. | Finance-cum-Accounts Officer | Kerala Life Sciences Park Society | 01 | Max. 45 years |
| 11. | Project Officer | Kerala Life Sciences Park Society | 01 | Max. 45 years |
| 12. | Site Engineer | Kerala Life Sciences Park Society | 01 | Min. 25 years Max. 30 years |

The details regarding qualification, experience, age limit and remuneration is given below:

| Sl. No. | Post | Qualification | Experience | Job Responsibilities | Remuneration (in Rs.) |
|----------------|----------------------------------|--|---|---|----------------------------------|
| 1. | Business Development Executive I | Degree (Preferably B.com/BBA) + MBA (preferably Finance) | 2 years' post-qualification experience in Marketing, financial products, business management, investment promotion etc. | Include all works associated with Seed fund activities of the Corporation like interacting with stat-ups and promoters, appraisal of seed fund applications, facilitating meeting for evaluations of seed fund proposals, processing fund disbursement request, verification of documents, site visit, regular monitoring and follow up of the performance of the assisted unit, organizing mentoring session, coordination of events for stat-up promotional activities etc. | 30,000 -35,000 |

| Sl. No. | Post | Qualification | Experience | Job Responsibilities | Remuneration (in Rs.) |
|----------------|------------------------------------|--|--|---|------------------------------|
| 2. | Business Development Executive II | Degree (Preferably B.com/BBA) + MBA (preferably Finance) | 2 years' post-qualification experience in Business Incubation, Marketing, Investment Promotion | Include managing overall operations, marketing and development of KSIDC Business Incubation Centre at UL Cyber Park, Kozhikode. Ensuring 100% capacity utilization of Incubation Centre, periodical mentoring session for incubates, handholding support to start ups in its various stages of growth. | 30,000 -35,000 |
| 3. | Business Development Executive III | Degree (Preferably B.com/BBA) + MBA (preferably Finance) | 2 years post qualification experience in Business Incubation, Marketing, Investment Promotion etc. | Include managing overall operations, marketing and development of KSIDC Business Incubation Centre at Geo Info Park Kakkanad. Ensuring 100% capacity utilization of Incubation Centre, periodical mentoring session for incubates, handholding support to start ups in its various stages of growth. | 30,000 -35,000 |
| 4. | Business Development Executive IV | Degree + MBA | 2 years post qualification experience in the field of Branding, Marketing, Business Development activities, event Management in Govt./private sector and promotional activities. | To support the conduct of promotional branding activities of KSIDC viz., release of advertisements, conduct of road shows, investment promotion events, awareness, to assist in effective redressal for investor quires, to assist in ensuring KSIDC is the single point contact for all investor related quires with regard to establishing and running an enterprise in the state. Should have good communication skills. | 30,000 -35,000 |

| Sl. No. | Post | Qualification | Experience | Job Responsibilities | Remuneration (in Rs.) |
|----------------|------------------|---|--|---|------------------------------|
| 5. | Accountant | B.com + M.com/ CA (Inter)/ICWAI (Inter) | 3 years post qualification experience in accounting works | Manage all accounting transactions, prepare budget forecasts, book keeping, handle monthly, quarterly and annual closing, to assist in preparing annual accounts, to assist in completing internal audit, statutory audit and tax with in the time frame, assisting in preparation and disbursement of monthly salary and allowances, Reconcile accounts payable and receivable, Ensure timely Bank Payments, Analysis of vouchers for GST and related area preparation of bills for receiving payments through the treasury, maintenance of books of accounts of mega projects in Tally, Assisting in filling TDS returns GST returns. | 25,000 – 30,000 |
| 6. | Project Engineer | B. Tech (Civil) | 3 years post qualification experience in execution of civil works and out of which 2 years site experience | To prepare estimates, tender documents etc. related to infrastructure works, to monitoring execution of infrastructure works, to ensure quality control of infrastructural work during execution, to prepare the work bill after taking measurements | 40,000 |

| Sl. No. | Post | Qualification | Experience | Job Responsibilities | Remuneration (in Rs.) |
|----------------|--|----------------------|--|---|------------------------------|
| 7. | Executive Assistant (MD) | Degree + MBA | 5 years post qualification experience as Executive assistant, Personal assistant or Secretary to top Management officials. | To include, but not limited to assisting Managing Director in day to day Operational activities, managing multiple task as assigned by managing Directors, scheduling of meeting, preparations of agendas, drafting official letters, preparation of reports in English and Malayalam, Documents and power point presentations, organizing travel arrangements, screening phone calls, enquires and handling appropriately, undertaking adhoc research work using internet as per directions, coordinating with Government departments. Should be smart with good command over English and good communication skills. | 30,000 – 35,000 |
| 8. | Executive Assistant (chairman/ seed funding) | Degree + MBA | 5 years post qualification experience as Executive assistant, Personal assistant or Secretary to top Management officials. | To include, but not limited to assisting chairman in specific task as assigned by chairman, scheduling of meetings, drafting official letters, preparation of reports in English and Malayalam, Documents and power point presentations, organizing travel arrangements, undertaking adhoc research work using internet as per directions, coordinating with Government departments. To include all works associated with Seed Fund activities of the Corporation | 30,000 – 35,000 |

| Sl. No. | Post | Qualification | Experience | Job Responsibilities | Remuneration (in Rs.) |
|----------------|-----------------------------|--------------------------|--|---|------------------------------|
| 9. | Project Executive | Engineering + MBA | 2 years post qualification Experience in marketing, Data collection and Analysis, Business development activities, liaison with agencies and Governments/private sector and promotional activities | Evaluation of reports and proposals submitted by consultants, liaison with various government and private agencies, data collection and analysis, to assist in investor queries/ land related matters /clearances required | 30,000 – 35,000 |
| 10. | Finance-cum-Account Officer | CA (inter)/ICWAI (inter) | 8 years post qualification Experience in finance and accounting works | Manage all finance and accounting functions of Life Sciences Park, including accounting transactions, preparation of budget forecasts, book keeping, handle monthly, Quarterly and annual closings, preparation of manual accounts, assist in completing internal audit, statutory audit and tax audit with in the time frame, preparation and disbursement of monthly salary and allowances, Reconcile accounts payable and receivable, Ensure timely Bank payments, Analysis of vouchers for GST and Related Areas, Preparation of bills for receiving payments through the Treasury, Maintenance of books of accounts of Life Sciences Park, Assisting in filling of TDS returns and GST returns, Follow up liaise with Treasury/Finance Departments of Government in relation to fund matters | 40,000 – 50,000 |

| Sl. No. | Post | Qualification | Experience | Job Responsibilities | Remuneration (in Rs.) |
|----------------|-----------------|---|---|---|------------------------------|
| 11. | Project Officer | Post Graduate Degree in Civil Engineering, Preferably with MBA. | 8 years post qualification Experience in execution of Civil Works. | To prepare Estimates, tender documents, etc. related to infrastructure development works, to monitor execution of infrastructure works, to ensure quality control of infrastructure development works during execution, to prepare work bills after taking measurements, to liaise with Government Departments and other agencies for obtaining various clearances, supervision, inspection, preparation of time schedule, review of progress of works, arranging meetings including drafting minutes, preparations of power point preparations, to co-ordinate with the site engineer and monitor timely completion and handling over of projects in the Life Sciences Park. Preference will be given to candidates conversant with PRICE software and E-office of Government of Kerala. | 50,000 – 60,000 |
| 12. | Site Engineer | Full time Degree/Diploma in Civil Engineering | 3 years post qualification Experience for B-Tech/ BE-Civil, and 8 years for Diploma in Civil Engineering. | To prepare estimate, tender documents etc. related to infrastructure works, to monitor execution of infrastructure works, to ensure quality check & control by conducting required tests as per IS, to prepare the bill after taking measurements | 40,000 |

Only post-qualification work experience of the candidate until 01.12.2019 will be considered.

All existing government relaxations are applicable to SC/ST and OBC Candidates

Selection Methodology

The applications will be subjected to a scrutiny based on the details provided by the candidate, and a list of candidates eligible for the written test will be prepared. A shortlist of the candidates who qualify the written test will be prepared, and those candidates will have to appear for a group discussion and an interview. The appointment of candidates will be based on the combined score for written test, group discussion and interview subject to the fulfillment of other eligibility criteria, as per the norms of CMD.

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 are satisfied as the prevailing rules of the organization. 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 candidature.

CMD reserves the right to shortlist only a limit of candidates for test/group discussion/interview, as the case may be for the post, based on marks secured in their academic qualification, experience, etc. Candidate should clearly mention the marks scored in their academic qualification 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.

Instructions for Scanning of Photograph & Signature: -

- 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 200KB 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 50KB 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.

General Instructions

- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying and enter the particulars completely Online
- CMD is not responsible for any discrepancy in submitting the application through Online.
- Applicants must compulsorily fill-up all relevant fields of applications and submit application through Online.
- 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.
- CMD reserves the right to fill or not fill the post advertised.
- **Only Post-Qualification experience of applicants/candidates until 1.12.2019 will be considered**
- 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/Group discussion/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.
- **The copy of the Appointment letters, Salary Certificates, pay slip etc. will not be accepted in lieu of work experience certificate.**

Sd/-

Authorized Signatory