



**KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL
(K-DISC)**
Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala



**CENTRE FOR MANAGEMENT DEVELOPMENT
(CMD)**
(an autonomous institution under Government of Kerala)

No.CMD/K-DISC/PMU/YIP/001/2025

October 14, 2025

NOTIFICATION

The Kerala Development and Innovation Strategic Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. The Centre for Management Development (CMD), Thiruvananthapuram on behalf of K-DISC invites applications from qualified and competent candidates for appointment to the post of **Senior Programme Executive (1 vacancy)** on contract basis (initially for a period up to March 2026, which may be extended based on project requirement and performance of the candidate). The personnel selected will be appointed under the payroll of Centre for Management Development, Thiruvananthapuram and will be deployed at the **Project Management Unit** for managing assigned activities under **Young Innovators Programme** of K-DISC. Initial positioning of the selected candidates will be at Thiruvananthapuram. Interested candidates may apply by submitting the application form given in Annexure I ([Click here to download the application form in *.docx format](#)). A detailed CV and copies of all certificates proving qualification and experience shall be submitted to **kdiscrecruitment2025.01@gmail.com**. The last date for receipt of application through email will be **October 29, 2025 (5:00 PM)**.

DETAILS OF POST

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

Post (Post Code: PMU-YIP-01-2025)	Senior Programme Executive
Number of Vacancies	01
Qualification	Postgraduate Degree in Management (MBA)/Social Work (MSW)/Science or Applied Science (M Sc.)/Arts or Social Science (MA) (full time courses from reputed institutions will only be considered)
Remuneration/Stipend	Rs. 40,000/- to Rs. 50,000/- (will be fixed based on the qualification and relevant experience of the candidate)
Upper Age Limit	38 years (as on 01.10.2025)
Experiences/Skills	1. Minimum 05 years of experience in programme management, innovation, and social impact activities 2. Excellent communication, organizational, and stakeholder management skills. 3. Proficiency in MS Office/Google Workspace is mandatory.
Tasks	• Coordinate with domain institutions regularly and broaden evaluator/mentor network • Interface with partner institutions like Kerala Startup Mission • Anchor project execution activities of the winners of Young Innovators Program • Coordinate industry-connect activities • Facilitate proper connections for young innovators and ensure timely outcomes • Draft official communications • Make presentations to stakeholders • Champion innovation activities

Selection Methodology

- The applications will be subjected to scrutiny based on the details provided by the candidate, and a list of candidates eligible for further selection process will be prepared. The selection will be based on a Written Test and/or Proficiency Assessment and/or Interview of the shortlisted candidates. However, CMD reserves its right to opt for additional selection process, if required.
- 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.

- K-DISC/CMD reserves the right to shortlist only a limited number of candidates for selection process based on relevancy of experience, quality of academic achievements and overall suitability of the candidates to the position.

General Instructions

- Applicant must be citizens of India.
- **Candidates will have to send the filled-in Application Form given in Annexure I ([Click here to download the application form in *.docx format](#)), their updated Curriculum Vitae (CV) and copies of certificates proving qualification and experience while submitting the application.** Applications not in the format as per Annexure I will not be considered for application scrutiny.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying for the posts notified.
- Number of vacancies notified may vary.
- All the positions require extensive intra-state travel; therefore, only those willing to undertake such assignments/travel should apply
- **Employees of CMD/K-DISC need to submit their application along with NoC from CMD/K-DISC.**
- The qualification stipulated for the post must be from a recognised University/Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- Candidate 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.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- CMD will not be responsible for any discrepancy in submitting the application. 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 application form do not tally with the original documents produced by the Candidates, his/her candidature will be rejected.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.

- K-DISC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/other notified eligibility requirements.
- 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 selection process 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 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. In the case of latest experience, applicants may upload an AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities.
- In case of any problems faced by the candidates in filling up the application form they may contact the HELP DESK on the phone number: 0471-2320101 Ext: 237, 250 between 10:00 A.M. and 05:30 P.M. on working days (Monday – Friday).
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- CMD and engaging authorities reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether.
- Rights for the rules for the cut off marks in all stages of recruitment are reserved by CMD.
- The Competent Authority reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit/relaxation/concession.
- 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. K-DISC reserves the right to fill or not fill the post(s) advertised.

Sd/-
Authorized Signatory



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Centre for Management Development

(An autonomus institution under
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ANNEXURE I - APPLICATION FORM

Post(s) Applied					
Post Code					
Name (in block letters)					
Age, Date of Birth					
ID Proof Type and No.					
10th / Matriculation certificate details	Reg. No.: Month & Year of passing:				
Permanent Address					
Communication Address					
Mobile No.					
E-mail Address					
Educational Qualification	Course	Specialization	Class	%	University/Institute
Experience Details					
Sl. No.	Institution	Designation	From	To	Tasks & Responsibilities
Any other relevant information					

Self-Declaration:

I certify that the information given above is true to the best of my knowledge and I'm aware that I will be subjected to immediate action by the Concerned Officials at any time during or after the interview/Selection/Joining, if found hiding any information/producing incorrect information.

Name :

Signature :

Date :

Note: Attach Self-attested copies of ID proof, Matriculation/10th certificate, certificates proving qualification and experience.