



**KERALA DEVELOPMENT AND INNOVATION  
STRATEGIC COUNCIL  
(K-DISC)**

*(An advisory body constituted by the  
Government of Kerala)*



**CENTRE FOR MANAGEMENT  
DEVELOPMENT (CMD)**

*(An autonomous institution sponsored by the  
Government of Kerala)*

**NOTIFICATION**

**No. KKEM/12/2022**

**December 15, 2022**

The Kerala Development and Innovation Strategy 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. K-DISC invites applications from qualified and competent candidates to the posts of **Manager (Diversity Inclusion), Manager (Counselling Services), Manager (Technology Co-ordination), Manager (Media Co-ordination and Public Relations), Manager (Skill Research), Programme Co-ordinator, Programme Support Executives, Technical Assistant at Kerala Knowledge Economy Mission (KKEM) of K-DISC**. The desirous eligible candidates may apply through the **Digital Workforce Management Systems (DWMS) portal of K-DISC (<http://knowledgmission.kerala.gov.in/>) or email the detailed Curriculum vitae including all the relevant details to ([kkemrecruitment01@gmail.com](mailto:kkemrecruitment01@gmail.com))**. The applications will be received from **15.12.2022 onwards**. The last date of receiving the application is **31.12.2022 (5:00 pm)**.

**Kerala Knowledge Economy Mission:**

The Kerala Knowledge-Economy Mission (KKEM) aims to provide employment to educated people and support knowledge workers under a single programme. The scheme will cover returnees who have lost their jobs abroad, those who have completed their studies here and have not been able to find employment. This scheme intends to provide skill around 20 lakh persons in the next 5 years by promoting innovative ideas, coordinate knowledge initiatives and equip young people with updated skills.

The details regarding the number of vacancies, qualification and other requirements are given below: -

Sl. No.	Position	Responsibilities	Skills and Experiences	Qualification	Max. Age Limit as on 1.12.2022	Salary range in Rs.
1.	Manager ( Diversity Inclusion)	1. Responsible for designing diversity inclusion campaign through Thozhilsabha and other channels 2. Identify and onboard Career break	1. Should have Strong leadership, communication and collaboration skills 2. 5+ years of experience in	Post-Graduation in any discipline from a recognized University	40 years	Rs 50,000/ to Rs 60,000/

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	<i>Vacancy: 01</i>	women for remote work on Digital Workforce Management system 3. Create awareness about Job opportunities and skills opportunities among marginalised communities. 4. Co-ordinate with state level agencies to design inclusion programmes 5. Track performance of campaigns and programmes	managing community related projects preferably in Diversity and Inclusion activities. 3. Ability to lead a diverse team of professional with a focus 4. Strong understanding about the skills and employment landscape 5. Understanding about the working of Local Self Governments and decentralised governance models.			
2.	Manager (Counselling Services)  <i>Vacancy: 01</i>	1. Design and develop counselling strategies for job seekers 2. Analyse the Counselling reports and develop insights into strategies 3. Insights on different emerging job trends and related skills which can be included in designing the career counselling strategies 4. Overall management and co-ordination of counselling activities 5. Review of counselling activities on a regular basis 6. Selection and Training of Counsellors	1.3-5 Years of experience in Career counselling and Guidance 2.Active listening and reflective responses skills 3.Genuine interest in helping others to identify their true potential 4.Good Communication and collaborative skills 5.Research and Analysis skills	Post-Graduation in Psychology from any recognised University or  Post-Graduation in Career Guidance and Counselling  Desirable: RCI certification in the field of Vocational Counselling and Rehabilitation Social Work/Administration or Rehabilitation Psychology	40 years	Rs 50,000/ to Rs 60,000/

Sl. No.	Position	Responsibilities	Skills and Experiences	Qualification	Max. Age Limit as on 1.12.2022	Salary range in Rs.
3.	Manager (Media Co-ordination and Public Relations)  <i>Vacancy: 01</i>	<ol style="list-style-type: none"> <li>1. Development and execution of communication plans for Kerala Knowledge Economy Mission</li> <li>2. Co-ordinate with the various agencies and stakeholders to ensure end to end effective execution of various campaigns</li> <li>3. Liaise with the media agency and ensure smooth flow of information from KKEM to public</li> <li>4. Act as a point of contact for all social media and other media activities</li> <li>5. Preparation of media reports and publish the reports on a regular basis.</li> </ol>	<ol style="list-style-type: none"> <li>1. Well versed in all social media platforms and digital marketing</li> <li>2. 5+ year of proven work experience in the media sector</li> <li>3. Should have experience in writing reports and documents</li> <li>4. Should have Strong Communication and networking Skills</li> <li>5. Ability to write reports and documents</li> </ol>	Master in Mass Communication from a recognised University	40 years	Rs 50,000/ to Rs 60,000/
4.	Manager (Technology Co-ordination)  <i>Vacancy: 01</i>	<ol style="list-style-type: none"> <li>1. Act as a link between end users and technology providers</li> <li>2. Co-ordinate with Technical partners and ensure timely release of DWMS features</li> <li>3. Collaborate with all Technical Partners and providers to maintain standards and Functionality.</li> <li>4. Monitor the DWMS Performance and bring the bugs found, if any to the relevant technical providers on time and ensure the same is rectified without delay.</li> <li>5. Provide technical training to all users and provide all administrative</li> </ol>	<ol style="list-style-type: none"> <li>1. 5+ years of experience as IT coordinator or similar role</li> <li>2. Solid knowledge of software development and application</li> <li>3. Strong communication and interpersonal skills</li> <li>4. Ability to understand the stakeholders needs and develop SRS documents for the same</li> <li>5. Sound knowledge about the project management tools</li> </ol>	B. Tech or MCA from any recognised University	50 years	Rs 50,000/ to Rs 60,000/

Sl. No.	Position	Responsibilities	Skills and Experiences	Qualification	Max. Age Limit as on 1.12.2022	Salary range in Rs.
		<p>supports to higher ups</p> <p>6. Understand the IT requirements of various stakeholders and consolidate the same and share with Technical providers</p>				
5.	<p>Manager (Skill Research)</p> <p><i>Vacancy: 01</i></p>	<p>1. Design, manage and deliver Research projects across learning, skills and employment.</p> <p>2. Analyse the DWMS database in general and Skill database in particular and publish the results</p> <p>3. Develop and implement appropriate research methodologies and methods, evaluation strategies and research tools</p> <p>4. Publish Skills Gaps Reports and provide feedbacks to Skill Partners about the same</p> <p>5. Understand the emerging job landscapes and Provide useful insights to stakeholders</p> <p>6. Understand the learner preferences and behaviours and provide the insights to key stakeholders</p>	<p>1. 5+ years of proven experiences performing qualitative and quantitative research and analysis, with the ability to perform more abstract trend analysis</p> <p>2. Ability to work independently with a minimum supervision</p> <p>3. A keen attention to details and a proven strength in analytics and data analysis</p> <p>4. A curious mind, with the ability to find and synthesize multiple pieces of information in order to identify new trends and insights</p> <p>5. Should be well versed with delivery context of learning, skills and employment</p> <p>6. Strong presentation, communication and interpersonal skills</p>	Post-Graduation in Technology/ Management/ Statistics/ Education	40 years	Rs 50,000/ to Rs 60,000/

Sl. No.	Position	Responsibilities	Skills and Experiences	Qualification	Max. Age Limit as on 1.12.2022	Salary range in Rs.
6.	Programme Co-ordinator <i>Vacancy: 01</i>	<ol style="list-style-type: none"> <li>1.Design and Develop filed level plans for programme implementation</li> <li>2.Co-ordinate with other departments and agencies to implement the approved projects</li> <li>3.Act as a liaison between knowledge Mission and filed level functionaries</li> <li>4.Design and implement filed level campaigns</li> <li>5.Work with Local Self Government Institutions to implement Thozhilsabha activities</li> </ol>	<ol style="list-style-type: none"> <li>1.Strong leadership, communication and collaboration skills</li> <li>2. 5 years of experience in coordinating state level projects of similar nature</li> <li>3.Experience in working with employment and skill development project</li> <li>4.Understanding about the working of Local Self Governments and decentralised mode of governance.</li> <li>5.Should have robust understanding about the project Management tools and techniques</li> </ol>	Post-Graduation in any discipline from a recognised University	40 years	Rs. 40,000
7.	Programme Support Executives <i>Vacancy: 12</i>	<ol style="list-style-type: none"> <li>1. Scheduling of meetings with various stakeholders</li> <li>2. Preparation of Documents and project reports</li> <li>3. Tracking and analysis of Project performance</li> <li>4. Co-ordination of activities with various stakeholders</li> <li>5. Extend basis administrivia supports such as preparing presentations, compositing emails etc.</li> </ol>	<ol style="list-style-type: none"> <li>1.Good English Communication Skills</li> <li>2.Strong interpersonal and Collaborative skills</li> <li>3.Willingness to travel</li> <li>4.Ability to write project reports and documents</li> <li>5.Good presentation skills</li> </ol>	MBA/B Tech	28 years	Rs. 30,000
8.	Technical Assistant <i>Vacancy: 02</i>	<ol style="list-style-type: none"> <li>1.Co-ordinate with all other departments for the timely completion of projects</li> </ol>	<ol style="list-style-type: none"> <li>1.Proficiency with basic computer programmes including MS Office and</li> </ol>	BTech/MBA	28 years	

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		2.Track performance of various projects and update the status with reporting officer 3.Schedule meetings with stakeholders as and when required 4.Provide basic administrative supports such as preparing reports, composing emails etc. 5.Analysis of various reports and data submitted by Programme Managers and provide useful insights	database systems 2. Working knowledge of email systems and presentation skills 3. Excellent Communication and interpersonal skills 4. Ability to read and interpret technical data. 5. Ability to work in a high - pressure environment			

### Selection Process

The proposed selection process for the positions is given in the table below:

Sl. No.	Process	For Whom	Weightage in the Selection Process
1.	Technical Presentation	For shortlisted candidates based on the performance in the language proficiency test - to assess the presentation skills of candidates	40% weightage in the selection process
2.	Group Discussion	For shortlisted candidates based on the performance in the language proficiency test - to assess the communication skills of candidates	40% weightage in the selection process
3.	Final Interview	For shortlisted candidates based on the performance in the language proficiency test	20% weightage in the selection process

## General Conditions and Instructions to Applicants

- ↳ The applicants are advised to ensure while applying that they fulfill the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respects. In case it is detected at any stage of recruitment process that the candidate does not fulfill the eligibility criteria and/or does not comply with other requirements and/or he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature is liable to be rejected.
- ↳ The qualification stipulated for the posts must be from a recognised University/ Institute.
- ↳ KKEM reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, KKEM reserves the right to restrict/alter/cancel/modify the recruitment process, if the need so arises, without notice or assigning any reason thereof.
- ↳ Shortlisted candidates will have to produce the original of their credentials at a prescribed stage in the selection process.
- ↳ **Selection will be on the basis of technical presentation, group discussion and interview.**
- ↳ All communications will be through Online/E-mail/SMS. Therefore, candidates should have a valid email id and mobile number. Candidates are advised to browse DWMS portal and CMD website regularly for updates/notices and announcements.
- ↳ Canvassing in any form or influencing the officials related to the selection/recruitment process would result in immediate disqualification of the candidate and no further correspondence shall be entertained after disqualification.
- ↳ The application must be submitted on or before 5.00 pm on 31.12.2022.

**Sd/-  
Authorised Signatory**