



No. CMD/KSRTC-SWIFT/05/2023

May 26, 2023

NOTIFICATION

The KSRTC-SWIFT Ltd., invites applications from qualified and competent candidates for appointment to the post of **Executive Assistant (EA) to Chairman and Managing Director on contract basis**. The personnel selected to the post of Executive Assistant (EA) to Chairman and Managing Director will be appointed under the payroll of Centre for Management Development (CMD), Thiruvananthapuram and will be deployed at the office of KSRTC-SWIFT Ltd. for providing the requisite service. Interested candidates may apply via **ONLINE** mode only by filling the prescribed application form given in the website of Centre for Management Development (CMD), Thiruvananthapuram (www.kcmd.in). The details are given below. The online application submission link will open on **27/05/2023 (10:00 A.M.)**. The last date for submitting online application is **10/06/2023 (05:00 P.M.)**.

Note: Candidates will have to upload their updated Curriculum Vitae (CV), passport size photograph (taken within six months), signature and copies of certificates proving qualification and experience while submitting the application. The photograph and signature must be in JPEG format. The size of the photograph must be less than 200kB and the size of the signature should be less than 50 kB. The CV and the copies of certificates shall be either in JPEG format or in PDF format and each attachment shall not exceed 3MB in size.

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	Mode of Appointment	Educational Qualification	Work Experience [#]	Upper Age Limit [#] (Years)	Maximum Pay (Consolidated)
1.	Executive Assistant (EA) to Chairman and Managing Director	On Contract basis	<ul style="list-style-type: none"> ▪ Graduation in any discipline from a recognized university acquired through regular study/ Plus Two or Pre-Degree with 15 years of experience in Govt. Dept. or PSU / Matriculation or equivalent with minimum 20 years of experience. ▪ Proficient in Microsoft Office (Word, Excel and Powerpoint) ▪ Proficient in drafting in English and Malayalam/ Good communication skills. ▪ Typing and Short Hand skill both in English & Malayalam. 	<ul style="list-style-type: none"> ▪ At least 10 years of work experience in a similar role in a professionally managed organization. ▪ Person should be willing to work beyond office hours and should have excellent coordination skills. ▪ Knowledge of Government procedures will be an added advantage. 	60 years	Rs.20,000 – Rs. 30,000 (depending on experience)

#As on 01.06.2023

Conditions of qualification and experience in similar post may be relaxed in case of exceptionally qualified/experienced candidates from large/ Govt. organization.

Note:

- 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 processes are satisfied. 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 the candidature.
- KSRTC-SWIFT Ltd. reserves the right to shortlist only a limited number of candidates for written test/group discussion/proficiency test/ interview, as the case may be for the post, based on marks secured in their qualifying examination and/or years of relevant experience. Candidates should clearly mention the marks scored in their qualifying examination in the application. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- 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. KSRTC-SWIFT Ltd. reserves the right to fill or not to fill the post advertised.
- No TA/DA shall be paid for attending the written test/group discussion/proficiency test/ interview.
- The documents in original have to be produced at the time of document verification for those candidates called for interview.
