KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT

Sasthra Bhavan, Pattom P.O. Thiruvananthapuram - 695 004.

No: KSCSTE/504/2023-CI   05-08-2023

NOTIFICATION

The Kerala State Council for Science, Technology and Environment (KSCSTE) invites applications from qualified and competent candidates having excellent credentials for the post of Assistant Manager (Administration) for establishing Science Parks at Thiruvananthapuram, Ernakulam and Kannur. Interested and eligible candidates may submit their application through the website of Centre for Management Development (www.cmd.kerala.gov.in).

Project Title: Establishment of Science Parks in Kerala

The Government of Kerala has decided to establish three Science Parks envisaged to take advantage of the opportunities arising from advancements in Science and Technology towards knowledge economy. In this connection, KSCSTE is designated as the Special Purpose Vehicle for the execution of the project. University of Kerala, Cochin University of Science and Technology and Kannur University are identified as the Principal Associating Universities (PAUs) for the proposed Science Parks at Thiruvananthapuram, Ernakulam and Kannur respectively. Each Science Park will consist of two blocks spanning an area of 10 Lakhs sq.ft with an investment of Rs.200 Crores from KIIFB.

The job involves various activities relating to coordination of technical services to be provided to KSCSTE for establishing three Science Parks in Kerala and co-ordination with various international universities and agencies for industrial & investment

promotion in the proposed Science Parks. Extensive travel in connection with establishment of Science Park to the various locations is inevitable during Project execution.

> **Start date for submitting online application: 05/08/2023 (10.00 AM)**
> **Last Date for submitting online application: 16/08/2023 (05.00 PM)**

The details of the post are given below:

Name of the Post	Job Requirements	Upper Age limit as on 05/08/2023	Consolidate Pay Range
Assistant Manager (Administration) Vacancy: 01	The specific job responsibility involves: • Co-ordination with PAUs and various government departments/agencies • Project Execution Document support services such as drafting, proposal writing, presentation slides, etc. • Support services for the preparation of DPR **Academic Qualification** Essential: Graduate in Science and Regular MBA from reputed institution Desirable: Ph.D. from reputed institution **Professional Work Experience** Post-qualification work experience of 5 years of with exposure preferably in project management/ infrastructure/ Project Appraisal/ Investment/ Promotion Business Development/Institutional capability building related activities and experience with consultancy organizations	40 years	Rs.60,000 to Rs.80,00/-

Note:

1. The final emolument will be fixed based on the qualification and experience of the candidates
2. **TA/ DA benefits for official travel will be at par with Grade II Aofficers of Govt. of Kerala, respectively as per the eligibility.**
3. The appointment will be purely on temporary basis. Initial appointment will be for a period of one year, and is extendable based on the performance.
4. Before submission of the online application, candidates must check that they have entered correct details in each field of the form. After submission of the online Application Form, no change/ correction/ modification will be allowed under any circumstance.
5. The applicant should upload proof for the qualifications, age, experience and other relevant documents during the online submission process.
6. Maximum age limit is considered as on the date of Notification.
7. Candidates are advised to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.

General Instructions:
1. Cut-off date for calculating Age and experience as on 05.08.2023
2. 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 candidature.
3. Only Post qualification experience of the applications will be considered.
4. Only shortlisted candidates will be intimated by email/SMS regarding further procedures. Hence, candidates must ensure that working email address and telephone/contact no. are being provided.
5. The medium for all written tests will be English.
6. KSCSTE/CMD reserves the right to shortlist only a limited number of candidates for written test/Group Discussion/Skill Assessment, 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.

7. Equivalency certificate of the respective University shall be produced for considering any other degree with reference to the notified degrees.
8. Any type of canvassing for favouritism will be considered offensive and legal action will be taken against those who attempt to do so.
9. 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.
10. KSCSTE /CMD reserves the right to fill or not to fill the post advertised.

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For apply online log on to the website of Centre for Management Development (CMD) https://kcmd.in/