Centre for Management Development

An autonomous institution under Government of Kerala

No. CMD/09/02/2024   September 24, 2024

NOTIFICATION

The Centre for Management Development (CMD), Thiruvananthapuram invites applications from qualified and competent candidates for appointment to the post of **IT Coordinator on contract basis**. The personnel selected will be appointed under the payroll of Centre for Management Development, 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.cmd.kerala.gov.in). The details are given below. The online application submission link will open on **September 24, 2024 (10:00 A.M.)**. The last date for submitting online application is **October 07, 2024 (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.	Position	Mode of Appointment	Educational Qualification	Work Experience #	Upper Age Limit (years)#	Maximum Pay (Consolidated)
1.	IT Coordinator (No. of Vacancy: 01)	On Contract basis	Graduation in Computer Science from a recognised University/ Institute.	Minimum 1-year experience in the coordination of IT related projects in a reputed organization.	35 years	Rs. 35,000/-

#**As on 01.09.2024**

1. **Job Responsibilities**

✦ To coordinate with all the sections in KSRTC SWIFT Ltd., for ensuring the proper functioning of all IT related activities in the office.
✦ To liaison with KSRTC IT Division to ensure proper maintenance of Hardware and Software being in use in KSRTC SWIFT Ltd.
✦ To ensure the proper functioning and implementation of E-Office in KSRTC SWIFT and the proper updation of the system from time to time.
✦ To improve the functions of KSRTC SWIFT office by implementing more IT related applications/systems.
✦ To liaison with KSRTC Operations department to streamline the Passenger Reservation system especially for SWIFT buses.
✦ To update and to maintain the SWIFT Bus operations data including the Kilometres of operations, revenue, cost etc.
✦ To update the KSRTC SWIFT Website timely in coordination with KSRTC IT division and the respective departments.
✦ To execute the assignments as given by the management from time to time.

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/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.
- Applicants should have a valid personal email id and mobile number 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 email ID. In case a candidate does not have a valid personal email ID, he/she should create his/her email ID and mobile number before applying online and must maintain that email account and mobile number.
- No TA/DA shall be paid for attending the written test/interview.
- The documents in original will have to be produced at the time of document verification for those candidates called for interview.
- **Candidates shall submit their application via ONLINE mode only though the application submission link provided in the website of CMD. Applications submitted via any other medium will be summarily rejected.**

****