



Invitation for Applications under CMD Young Professional Program (CMD YPP)

The **Centre for Management Development (CMD)**, an autonomous institution under the **Department of Industries and Commerce, Government of Kerala**, invites applications from eligible candidates who are interested in engaging with CMD under its Young Professional Program (**CMD YPP**). The details of the program and the various terms and conditions thereof are explained in detail in the ensuing paragraphs.

1. Introduction

The **Centre for Management Development** is a leading autonomous institution under the Government of Kerala providing research, consultancy and capacity building support to Development Agencies, Corporate Sector and the Government, both at the National and State level.

The Centre was set-up in August 1979 as per GO (Ms)No. 294/78/ID dated 31.07.1978, based on the recommendations of the K. T. Chandy Committee, with the objective of providing professional managerial support to different types of enterprises. Registered as a professional society under act XII of “the Travancore-Cochin Literary, Scientific and Charitable Society Registration Act, 1955”, CMD is attached with the Department of Industries and Commerce, Government of Kerala.

2. Program Description

CMD Young Professional Program (**CMD YPP**) is planned to provide unique opportunity to qualified and motivated young professionals to provide a wide range of opportunities to develop their professional skills and understanding of various developmental projects of Government, Corporate sector and other development agencies at National and State level. The program provides opportunities to candidates of various educational backgrounds to support the Centre in the domains like Management, Engineering, Social Science and Development Planning.

3. Eligibility Criteria

The candidate must meet the eligibility requirements outlined in this document in order to be considered for this programme. A candidate may only apply for one domain at a time. The candidature will be cancelled if multiple applications are submitted by a candidate under the

same or different domains. Mere fulfilment of the eligibility criteria does not mean that the candidates are called for further selection process. The Selection Committee's decision shall be final in this regard.

3.1. Age and Nationality

The applicant must be an Indian citizen under 25 years on the date of publication of this notification.

3.2. Essential Skills

All the applicants are expected to have:

- Excellent Analytical Skills
- Aptitude for Research
- Excellent Oral and Written Communication Skills

3.3 Domain-wise Educational Qualification, Work Experience & Skills

Domain	Educational Qualification
Management	MBA/PGDM in Finance/HR/Operations from a reputed Institute
Engineering	B Tech in Industrial/Mechanical/Civil/Electrical Engineering from a reputed Institute
Economics	Post-Graduation from a reputed Institute
Development Studies	
Sociology/Social Work	

4. Number of Young Professionals

The number of Young Professionals proposed to be engaged by the Centre in a year is 10 numbers.

5. Terms of Reference

Depending on the domains, the **CMD YPs** may be given projects/work of non-confidential nature during their course of engagement with the Centre.

6. Duration of Engagement

The contract term for **CMD YPs** shall be one year.

7. Attendance and Working Days

The **CMD YP**'s working hours shall be same as the office hours of the Centre. **CMD YPs** shall be permitted to observe public holidays as practiced by the Centre. The **CMD YPs** may be required to work after regular office hours, on the weekends or on public holidays, for which no extra stipend shall be provided.

8. Leaves

Twelve days of leave per year shall be granted to **CMD YPs**. The accrued leave shall be calculated pro-rata from the date of joining on a completed month basis. The weekends or public holidays during a spell of leave shall not be included in the 12 days of allotted leave in a year. Any additional leaves taken by **CMD YPs** shall result in reduction of stipend. Unutilised leaves shall expire at the end of the year.

9. Stipend and Facilities

9.1. A monthly stipend of Rs. 15,000/- (Rupees fifteen thousand only) (all inclusive) shall be paid to the **CMD YP**. Income tax or any other tax liable to be deducted as per the applicable rules will be deducted at source before effecting the payment. The Centre shall not be liable for taxes or any other contribution payable by the **CMD YPs** on payments made to him/her under this engagement.

9.2. No accommodation shall be provided by the Centre for the **CMD YPs**. No additional payment/reimbursement shall be made in the event of non-availability of the accommodation.

9.3. The Centre's obligation to Young Professionals shall be limited to the monthly stipend as mentioned above and **CMD YPs** shall not be eligible for any other payment/facility/allowance/reimbursement unless otherwise mentioned.

9.4. The **CDM YPs**, if required to travel for official purposes, they will be eligible for halting, boarding and incidental allowances as applicable to other officials in the Centre.

9.5. Neither the **CMD YP** nor his or her dependents, legal heirs, claimants, etc. shall be entitled to any compensation or employment with the Centre in the event of the **CMD YP**'s death, injury or illness during the term of his/her engagement, either at any location during official travel or on premises of the Centre.

10. Right of Modification, Suspension or Termination

10.1. The Centre as well as the **CMD YP** may terminate the engagement by giving one month notice in advance.

10.2. Unauthorised absence for a continuous period of 10 days (not including public holidays) without any valid explanation for the same shall automatically result in termination of the engagement.

10.3. Notwithstanding the above, the Centre reserves the right to alter the terms of program, suspend or cancel an engagement with any **CMD YP**, or end the program at any time without providing a reason.

11. Other Terms and Conditions applicable to CMD YPs

11.1. **CMD YPs** engaged by the Centre under this program shall not be considered for any purpose, as officer or employee of the Centre.

11.2. **CMD YPs** shall have no right/claim for placement in Centre by virtue of their engagement under Young Professional Program.

11.3. **CMD YPs** are not allowed to pursue or accept instructions from any person or authority outside the Centre in regarding their performance of obligations under the engagement.

11.4. The internal data which may come in possession of **CMD YPs** throughout the course of their engagement must be considered as confidential information and **CMD YPs** must refrain from using the data for personal gain or taking it outside of the Centre's premises.

11.5. **CMD YPs** shall provide two references known to them (other than family members), preferably from their employer or their educational institute, before commencement of the engagement.

11.6. **CMD YPs** must certify that they don't have any criminal history or active criminal cases pending against them in any courts before the commencement of the programme.

11.7. **CMD YPs** are responsible for handing over all documents, files, devices, electronic or physical records, identity cards or any other property belonging to the Centre at the end of their engagement to the designated person.

11.8. **CMD YPs** shall not take up any other assignments during their tenure at the Centre.

11.9. **CMD YPs** shall be subject to the provision of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

12. Application and Selection Process

12.1. Application Process:

Interested eligible candidates may apply for **CMD Young Professional Programme** by sending detailed Curriculum Vitae (CV) to **hr@kcmd.in** (**applicants should clearly mention the domain applied for in the email matter**). Applications submitted through any other means will not be accepted. The last date for receiving email application along with CV is **July 31, 2022 (05.00 P.M. IST)**.

12.2. General Instructions:

12.2.1. The applications submitted within the due date will only be considered. A candidate may apply only for one domain. Multiple applications for the same or different domains will result in cancellation/rejection of candidature.

12.2.2. Candidates are advised not to provide any information that are false, altered, fabricated or inaccurate and should not omit any details while submitting the online application.

12.2.3. Information submitted in the online application form will be considered as final and no change/modifications will be permitted after the submission of the online application form.

12.2.4. Canvassing in any form will lead to disqualification of the candidature of the applicant.

13. Selection Process:

13.1. Application Screening

The applications received from the interested eligible candidates will be screened and the candidates will be shortlisted.

13.2. Final Interview

The shortlisted candidates will be interviewed by a Selection Committee constituted by the Centre.

14. The Centre's decision shall be final and binding on candidates in all cases involving eligibility, application screening, conduct of interviews, assessment of candidates, number of openings and notification of results. No communication in this regard will be accepted. The Centre reserves the right to select or reject any eligible applicant for this programme without

providing any reason. The Centre also reserves the right to partially or completely revoke the advertisement for any reason.

15. The Centre shall not reimburse any cost incurred by the candidates for applying for **CMD YPP**/appearing for the interviews.

16. At the time of on boarding, candidates shall submit original documents for verification. If any/all required original documents are not submitted, the applicant's candidature shall be cancelled. The candidates shall produce a proper discharge certificate from their employer before starting their engagement with the Centre, if applicable.

17. The candidature/engagement of candidates shall be cancelled or terminated, if at any time any of the following are noted.

- 17.1. Any material information furnished in application form is inaccurate, false, tampered, fabricated or invalid
- 17.2. Usage of unfair or irregular or improper means by the candidate
- 17.3. Impersonation or procurement of impersonation by the candidate,
- 17.4. Canvassing or obtaining support for candidature

18. Resolution of Disputes

The Centre and **CMD YP** shall make every effort to resolve disagreements peacefully. In extraordinary circumstances, issues may be brought to the Director, Centre for Management Development, whose decision shall be final.