



KERALA INFRASTRUCTURE  
INVESTMENT FUND BOARD(KIIFB)  
(A Statutory Body under the Finance  
Department, Government of Kerala)



CENTRE FOR MANAGEMENT  
DEVELOPMENT(CMD)  
(An autonomous institution under the  
Government of Kerala)

No.CMD/KIIFB/12/2023

December 29, 2023

### RECRUITMENT NOTIFICATION

The Centre for Management Development (CMD) invites applications on behalf of the Kerala Infrastructure Investment Fund Board (KIIFB) from eligible and qualified candidates for filling up the positions of **Project Coordinator** (TIW) and **Deputy Chief Consultant**. The appointment will be on a contract basis. The desirous eligible candidates may apply ONLINE by satisfying themselves with terms and conditions of this recruitment.

#### Important dates for Online application submission

29<sup>th</sup> December 2023 (10:00am) to 12<sup>th</sup> January 2024 (5:00pm) (both dates inclusive)

The eligibility requirements for each position are given below:

Sl. No.	Post	Qualification	Experience	Pay Range
1.	Project Coordinator  <i>Upper Age Limit– 40 years</i>	B. Tech in Civil Engineering (MBA desirable)	8 years' experience with exposure to institutional capability building related activities and experience with consultancy organisations.	Rs. 60,000-80,000/-
2.	Deputy Chief Consultant  <i>Upper Age Limit– 62 years</i>	B. Tech in Civil Engineering with Post Graduate Level qualification in engineering and related discipline from a reputed institution.	Post qualification work experience of not less than 20 years	Rs.1,75,000-2,00,000/-

**\*Cut-off date for Age criteria and post qualification criteria as on 29.12.2023**

### **Instructions for Scanning of Photograph & Signature:**

1. Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200KB in \*.JPG format only]
2. Candidates shall make his / her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50KB in \*.JPG format only]
3. The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full: initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be by any other person.

### **General Instructions:**

- Please note that no change of application data will be permitted at any stage after completion of registration process of the online application. Merely applying for the post and being shortlisted in the subsequent processes does not imply that a candidate will necessarily be offered employment. No request for considering the candidature under any category /post other than the one in which applied will be entertained.
- Educational qualifications should be from a University/Institution/Board recognized by Govt. of India/approved by Govt. Regulatory Bodies.
- The candidate must possess valid Degree/PG Certificate/Provisional Certificate of the necessary qualification at the time of submission of application.
- **Candidates who are presently working at KIIFB should submit (NOC) certificate from the concerned authority at the time of certificate verification. If failing to submit the same will result in rejection.**
- Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. All official communication will be sent to the registered e-mail id of the candidate.
- Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/entertained after the submission.
- The Name of the candidate should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
- Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, qualification, experience etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. CMD will not be responsible for any consequences arising out of furnishing of incorrect and/or

incomplete details in the application or omission to provide the required details in the application form.

- If the applicant possesses an equivalent qualification, he/she should also upload the equivalency certificate along with the qualification certificate or else the application will not be considered.
- Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/civil consequences in case the information/details furnished by him/her are found to be false at a later stage.
- Applicants need to upload a valid certificate for every experience he/she mentioned. In the case of the latest/current experience an affidavit bearing all details (name of organization, designation, period, task and duties) shall be uploaded. The copy of appointment letters, salary certificates, pays slips etc. will not be accepted in lieu of work experience certificate.
- Decision of the concerned authority in all matters relating to recruitment will be final and binding on the candidates. No correspondence or personal enquiries shall be entertained in this regard.
- Instances of providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead to disqualification of the candidate from the selection process and he/she will not be allowed to appear in any recruitment process in the future. If such instances go undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective affect.
- While applying on-line for the post, the applicant should ensure that he/she fulfils the eligibility and other norms mentioned above as on the specified dates and that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after appointment, his/her services are liable to be terminated.
- KIIFB/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.
- Intimations will be sent by email or sms only to the email ID and mobile number registered in the online application form. CMD shall not be responsible if the information/intimations does not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of CMD and candidates are advised to check their registered e-mail account from time to time during the recruitment process.
- Canvassing in any form will be a disqualification.

**Sd/  
Authorised Signatory**

**JOB DESCRIPTION**

<b>Post</b>	<b>Job Description</b>
Project Coordinator	Assisting Senior coordinator (Institutional Capacity Building)
Deputy Chief Consultant	The main job involves various activity relating to coordination of technical services to be provided to SPV's, Inspection authority and other divisions in KIIFB. The professional shall be responsible for ensuring the timely delivery of technical services through technical resource center, Consultants appointed by KIIFB and internal resources by ensuring quality and conformance to KIIFB standards. The specific job responsibility involves coordination of DPR support services, Project execution Document support service, Technical review, Support to design examination process and new technology implementation coordinated by inspection authority.