



KERALA DEVELOPMENT AND INNOVATION STRATEGIC COUNCIL (K-DISC)

Planning & Economic Affairs (Innovation & Development) Department
Government of Kerala

No.CMD/KDISC/VK-PSA/001/2026



Centre for Management Development (an autonomous institution under Government of Kerala)

January 08, 2026

NOTIFICATION

The Kerala Development and Innovation Strategy Council, (K-DISC) is a strategic think-tank and advisory body constituted by the Government of Kerala. K-DISC aims at bringing out path-breaking strategic plans that reflect new directions in technology, product and process innovations, social shaping of technology and creating a healthy and conducive ecosystem for fostering innovations in the State. The Centre for Management Development (CMD), Thiruvananthapuram invites applications from qualified and competent candidates for appointment to the posts of **Programme Support Assistants (Field & CRM)** on contract basis. Initial appointment will be for six months, which will be extended based on the performance of the candidates. The personnel selected will be appointed under the payroll of Centre for Management Development, Thiruvananthapuram and will be deployed for Vijnana Keralam Project of K-DISC for providing the requisite service in Head Quarters at Thiruvananthapuram and other Districts in Kerala. Interested candidates may apply by submitting the application form given in Annexure I ([Click here to download the application form in *.docx format](#)). A detailed CV and copies of all certificates proving qualification and experience shall be submitted to **kdiscrecruitment2025.01@gmail.com**. The last date for receiving online application is January 23, 2026 (05:00 P.M). The details are given below.

DETAILS OF POSTS

The details regarding the qualification and experience required, number of vacancies, age limit and remuneration are given in the table below:

Post	Programme Support Assistant (Field)
Number of Vacancies	32
Qualification	<i>Graduation in any Discipline from a recognized University (Full Time Regular Course)</i>
Remuneration	<i>Rs. 15,000/- per month + TA Rs.3,000/- per month</i>
Location	<i>Across Kerala</i>
Upper Age Limit	<i>35 years (as on 01.01.2025)</i>

Job Role	<ol style="list-style-type: none"> 1. <i>It is the responsibility of the Program Support Executive to work as per the instructions of the District Mission Coordinators for the successful implementation of various activities under Vijnana Keralam Programme.</i> 2. <i>The Support Executive will be specifically responsible for organizing career clinics, registration drives and job fairs.</i> 3. <i>The program support executive shall be the custodian of the equipment and documents related to the job station.</i>
Skills and Experience	<ol style="list-style-type: none"> 1. <i>Strong organisational and multitasking abilities.</i> 2. <i>Good written and verbal communication skills.</i> 3. <i>Proficiency in Microsoft office suite.</i> 4. <i>Strong attention to detail.</i> 5. <i>Ability to work under pressure and meet deadlines.</i>

Post	<i>Programme Support Assistant (CRM)</i>
Number of Vacancies	19
Qualification	<i>Graduation in any Discipline from a recognized University (Full Time Regular Course)</i>
Remuneration	<i>Rs. 15,000/- per month</i>
Location	<i>Across Kerala</i>
Upper Age Limit	<i>35 years (as on 01.01.2025)</i>
Job Role	<ol style="list-style-type: none"> 1. <i>It is the responsibility of the Program Support Executive (CRM) to work as per the instructions of the State Level Officials to ensure a timely support in the implementation of Vijnana Keralam activities.</i> 2. <i>The Support Executive will be specifically responsible for supporting all the state level activities in connection with Vijnana Keralam Programme and Customer Relation Activities in connection with the Vijnana Keralam Programme.</i>
Skills and Experience	<ol style="list-style-type: none"> 1. <i>Strong organisational and multitasking abilities.</i> 2. <i>Good written and verbal communication skills.</i> 3. <i>Proficiency in Microsoft office suite.</i> 4. <i>Strong attention to detail.</i> 5. <i>Ability to work under pressure and meet deadlines.</i>

Note:

1. Number of vacancies may vary
2. Upon completion of this recruitment process a merit list/rank list shall be prepared and candidates will be positioned in the Programme Management Unit of K-DISC as and when required based on this merit list/rank list.

General Instructions

- Applicant must be citizens of India.
- **Candidates will have to send the filled-in Application Form given in Annexure I ([Click here to download the application form in *.docx format](#)), their updated Curriculum Vitae (CV) and copies of certificates proving qualification and experience while submitting the application.** Applications not in the format as per Annexure I will not be considered for application scrutiny.
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying for the posts notified.
- Number of vacancies notified may vary.
- All the positions require extensive intra-state travel; therefore, only those willing to undertake such assignments/travel should apply
- **Employees of CMD/K-DISC need to submit their application along with NoC from CMD/K-DISC.**
- The qualification stipulated for the post must be from a recognised University/Institute. Those applicants having qualification equivalent to any of the prescribed qualification should submit equivalency certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- Candidate should clearly mention the marks scored in their qualifying examination in the application. The conversion of grade/CGPA to percentage would be based on the procedure certified by the University from where they have obtained the degree. The onus of proving the conversion from grade/CGPA to percentage of marks would rest with the candidate.
- Experience acquired after the date of passing of the qualification stipulated shall only be considered.
- CMD will not be responsible for any discrepancy in submitting the application. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the application form do not tally with the original documents produced by the Candidates, his/her candidature will be rejected.
- In the event of any information provided by the candidates being found false or incorrect at any stage, their candidature/appointment is liable to be cancelled/terminated without any notice.
- K-DISC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/other notified eligibility requirements.

- Applicants should have a valid personal email ID and mobile no., 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 e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying and must maintain that email account and mobile number.
- The copy of the Appointment letters, Salary Certificates, pay slip, etc., will not be accepted in lieu of work experience certificate. In the case of latest experience, applicants may upload an AFFIDAVIT with details of employer, designation, period, nature of job, tasks and responsibilities.
- In case of any problems faced by the candidates in filling up the application form they may contact the HELP DESK on the phone number: 0471-2320101 Ext: 237, 250 between 10:00 A.M. and 05:30 P.M. on working days (Monday – Friday).
- Please note that only shortlisted candidates will receive intimations via email, SMS, or phone call regarding the selection process.
- Enable email notifications to stay informed about updates and communications. Also, regularly check your spam or junk email folder for important messages.
- CMD and engaging authorities reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop the recruitment process altogether.
- Rights for the rules for the cut off marks in all stages of recruitment are reserved by CMD.
- The Competent Authority reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit/relaxation/concession.
- 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. K-DISC reserves the right to fill or not fill the post(s) advertised.

08-01-2026

Sd/-

Authorized Signatory



**KERALA DEVELOPMENT AND
INNOVATION STRATEGIC COUNCIL (K-
DISC)**



Centre for Management Development
(An autonomous institution under
Government of Kerala)

ANNEXURE I - APPLICATION FORM

Post(s) Applied						
Post Code						
Name (in block letters)						
Age, Date of Birth						
ID Proof Type and No.						
10th / Matriculation certificate details	Reg. No.: Month & Year of passing:					
Permanent Address						
Communication Address						
Mobile No.						
E-mail Address						
Educational Qualification	Course	Specialization	Month & Year of completion	Class	%	University/Institute
Experience Details						
Sl. No.	Institution	Designation	From	To	Tasks & Responsibilities	
Any other relevant information						

Self-Declaration:

I certify that the information given above is true to the best of my knowledge and I'm aware that I will be subjected to immediate action by the Concerned Officials at any time during or after the interview/Selection/Joining, if found hiding any information/producing incorrect information.

Name : _____

Signature : _____

Date : _____

Note: Attach Self-attested copies of ID proof, Matriculation/10th certificate, certificates proving qualification and experience.