



Centre for Management Development

An autonomous institution under Government of Kerala

No. CMD/07/02/2024

July 03, 2024

NOTIFICATION

The Centre for Management Development on behalf of the KSRTC-SWIFT Ltd, invites applications from qualified and competent candidates for appointment to the posts of **House Keeping 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 **July 03, 2024 (10:00 A.M.)**. The last date for submitting online application is **July 15, 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	House Keeping Coordinators (No. of Vacancy: 01)	On Contract basis	<ul style="list-style-type: none"> • Matriculation or equivalent with minimum 15 years of experience. • Diploma in House Keeping/ Hospitality Management • Proficient in Microsoft Office (Word, Excel, etc.) • Proficient in drafting in English and Malayalam / Good 	<ul style="list-style-type: none"> • At least 10 years of work experience in a similar role in a professionally managed organization. • Person should be willing to work beyond office hours and should have excellent coordination skills. 	60 years	Rs. 35,000/- Only TA/DA on Tour will be provided according to the eligibility as per the TA rules of KSRTC SWIFT Ltd., on production of documents in support of the claim, subject to the approval of the competent authority.

			<p>communication skills.</p> <ul style="list-style-type: none"> • Typing skill both in English & Malayalam. 	<ul style="list-style-type: none"> • Willing to travel to all the KSRTC depots across Kerala where the SWIFT buses are deployed. • Knowledge of Government procedures will be an added advantage. 		
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#As on 01.07.2024

Conditions of qualification and experience may be relaxed in case of exceptionally qualified/experienced candidates from large/Govt. organization in similar post(s).

1. Job Responsibilities

- To coordinate the House Keeping activities in all KSRTC depots where the SWIFT buses are deployed all over Kerala.
- Ensure receiving and forwarding of all information pertaining to the department in order to maintain set standards and achieve cleanliness standards in all locations including the office premises, public toilets, bus maintenance & washing area, passenger waiting area, bus parking bays etc.

- To liaison with the Units (Depots) Heads and with KSRTC & KSRTC SWIFT Officials to ensure smooth functioning of the house keeping department in all depots.
- To prepare inventory required for house keeping for all locations, so as to ensure uninterrupted functioning in all Units and to coordinate with the concerned departments in KSRTC to ensure the inventory in time.
- Provide administrative support to the house keeping department.
- Attend meetings and training sessions as and when required.
- To visit all the depots/units to monitor the house keeping activities on regular intervals with the prior permission of the competent authority of KSRTC SWIFT Ltd.
- To organize Training for the house keeping staff in all locations on regular intervals to ensure the set standards.
- To monitor the activities in all locations on daily basis and to report to the competent authority with suggestions for improvement.
- Adhere to the standards and procedures set by KSRTC SWIFT Ltd 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.
- CMD reserves the right to shortlist only a limited number of candidates for 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. CMD reserves the right to fill or not to fill the post advertised.
- No TA/DA shall be paid for attending the written test/group discussion/proficiency test/interview.

- Those candidates who are willing to work beyond office hours need only apply.
- 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.**
