



DIRECTORATE OF INDUSTRIES AND COMMERCE

GOVERNMENT OF KERALA

No.DIC/KTYM/CMD/003/2023

01/09/2023

NOTIFICATION

The Government of Kerala is aiming to facilitate to set up one lakh MSMEs across the State in association with agencies like Kudumbashree, Employment Exchange, KSBCDC, Kerala Startup Mission etc., and in this context, vide G.O.(Rt) No. 71/2022/ID dated 25.01.2022, has accorded administrative sanction for implementing a scheme "Local Economic Development and Sustainability of Enterprises- Industry Internship Programme" to recruit **Enterprise Development Executive** in all Grama Panchayats, Municipalities, and Municipal Corporations to support district level team of the Department of Industries and Commerce.

Accordingly, The Directorate of Industries and Commerce (DIC), invites qualified and competent candidates for a **walk-in-interview (15.09.2023)** for appointment to the post of **Enterprise Development Executive** (One year contract) **at Kottayam District**. The selected candidates shall be placed at the local self-government institutions (Grama Panchayat and Municipality) throughout the District (Kottayam), for promoting the micro, small and medium industries at the local level. Interested candidates may register their name via **ONLINE** mode only by filling the prescribed application form provided in the link below.

<https://forms.gle/h9kctNekFFEv44Hn8>

Start Date for Online Registration for Walk-in-Interview: 01.09.2023

Last Date for Online Registration for Walk-in-Interview: 10.09.2023

Date of Walk-in-Interview: 15.09.2023

Time: 10:00 AM

**Venue for Walk-in-Interview: District Industries Centre, Ozhathil Lane, Near
Goodshed road, Nagampadam, Kottayam-
686001 Ph.: 0481-2570182**

DETAILS OF POST

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

| Sl. No. | Post | No. of vacancies | Educational Qualification | Work Experience | Age as on 01.09.2023 | Consolidated Remuneration per month |
|---------|----------------------------------|--------------------|-----------------------------|---|----------------------|-------------------------------------|
| 1. | Enterprise Development Executive | 06 (May Change) | B.Tech. (any branch) or MBA | Work Experience is not mandatory. However, candidates with relevant post qualification work experience will be given additional weightage for selection | 18 to 35 years | Rs.22,000/- |

Note:

- Candidates having required qualification need only register.**
- The selected candidates will have to work under the supervision of the Industries Extension Officer of the Directorate of Industries and Commerce in a local body with the convergence of the local body, under the general guidance of the General Manager of the respective District Industries Centre.
- The performance of the selected candidates will be evaluated monthly based on metrics decided by the Directorate of Industries and Commerce. The Directorate of Industries and Commerce is vested with the authority to cancel the contract of Enterprise Development Executive who do not meet the performance benchmarks set by the Directorate of Industries and Commerce.

General Instructions

- Candidates should register through online mode only. Applications will not be received at any office under the Directorate of Industries and Commerce. Applications sent by post or email to any office under the Directorate of Industries and Commerce will not be considered for the recruitment process.**
- Shortlisted candidates are requested to attend the walk-in-interview on September 15, 2023 at the District Industries Centre, Ozhathil Lane, Near Goodshed Road, Nagampadam, Kottayam-01, Ph: 0481-2570182 at 10:00 AM**
- Selection Process will be done through walk-in-interview and the Directorate of Industries and Commerce has the right to decide whether a written test/assessment is needed or not, based on the number of applications received in the district against the vacancy in the district.
- The selected Enterprise Development Executive will have to sign an agreement with the Director of Industries and Commerce.
- The Director of Directorate of Industries and Commerce reserves the right to cancel the notification at any stage.
- 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.
- 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.

10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. While applying online 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.
17. DIC/CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experiences/other notified eligibility requirements.
18. Intimations will be sent by email and/ 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 do 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.
19. Canvassing in any form will be a disqualification.
