



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

PROJECT MANAGEMENT UNIT
Enterprise Digital Transformation
Travancore Devaswom Board (TDB)
In association with KITFRA-A Government of Kerala Undertaking

No.CMD/TDB/01/2026

July 15, 2026

NOTIFICATION

The **Centre for Management Development (CMD)** is an autonomous institution under the Government of Kerala which provide management consultancy, project management, and training that caters to the needs of both the Central and State Governments, local self-governments, development agencies and institutions in the private and public sectors.

The **Travancore Devaswom Board (TDB)**, a statutory body constituted under the Travancore-Cochin Hindu Religious Institutions Act, administers more than 1,250 temples and other religious institutions across southern Kerala. As per the directions of the Hon'ble High Court of Kerala, TDB has undertaken a comprehensive, enterprise-level digital transformation of its administrative, financial, and operational systems. A dedicated **Project Management Unit (PMU)** has been constituted under the administrative control of TDB, with Kerala State IT Infrastructure Limited (KITFRA) acting as Technical Consultant.

On behalf of the **Project Management Unit (PMU)** of **Travancore Devaswom Board (TDB)**, the Centre for Management Development invites applications from qualified and competent candidates for appointment to various positions on **contract basis**. Interested candidates shall apply via **ONLINE MODE ONLY** accessing the website of Centre for Management Development (www.cmd.kerala.gov.in).

Start date for submitting online application	July 15, 2026 (10:00 A.M.)
Last date for submitting online application	July 29, 2026 (05:00 P.M.)
Application Fee	₹500/- plus applicable transaction charges

The details of the posts are given below:

Sl. No.	Post	Qualification	Experience*	Upper age limit*	Monthly Consolidated Pay
1	System Administrator Vacancy : 01	• Bachelor's Degree in Computer Science / Information Technology/ Electronics or equivalent from a recognised University. • Proficiency in system administration, network management, hardware troubleshooting, and IT helpdesk functions. • Knowledge of Windows/Linux server environments, basic networking (LAN/WAN)	• Minimum 1 year of experience in IT system administration, preferably in a government or public sector IT project environment. • Experience in managing office IT infrastructure including servers, workstations, peripherals, and internet connectivity. • Experience with user access management and maintenance of IT asset	40 years	₹40,000

Sl. No.	Post	Qualification	Experience*	Upper age limit*	Monthly Consolidated Pay
		and cybersecurity practices. Desirable Certification in CompTIA A+, Network+, or Microsoft/Linux system administration. Familiarity with government IT environments or e-Governance projects is preferred.	registers will be an added advantage.		
2	Clerk <i>Vacancy : 02</i>	• Bachelor's Degree in any discipline from a recognised University. • Proficiency in MS Office applications (Word, Excel, and Outlook) and digital file management. Desirable Familiarity with government office procedures and Kerala Government Secretariat Manual. Knowledge of digital document management systems is an advantage.	• Minimum 1 year of experience in office administration, secretarial work, or clerical functions in a government, PSU, or reputed private organisation. • Experience in handling official correspondence, file management, and office coordination will be preferred. • Prior experience in a project management unit or government digital transformation project is desirable.	40 years	₹30,000
3	Accountant <i>Vacancy : 02</i>	• Bachelor's Degree in Commerce (B.Com) from a recognised University. CA Inter / CMA Inter / MBA (Finance) will be an added qualification. • Working knowledge of double-entry bookkeeping, financial statements, and accounting standards. • Proficiency in accounting software (Tally / ERP / equivalent) and MS Excel. Desirable Familiarity with government treasury operations, SPARK payroll system, or public finance management platforms. Knowledge of GST	• Minimum 2 years of experience in accounts and finance functions, preferably in a government body, statutory body, PSU, or externally-aided project. • Experience in fund utilisation tracking, voucher processing, bank reconciliation, and preparation of financial statements. • Familiarity with Government of Kerala financial rules, Kerala Financial Code (KFC), and audit procedures will be strongly preferred. • Experience in maintaining utilisation certificates and audit-ready accounts under donor-funded or court-	40 years	₹30,000

Sl. No.	Post	Qualification	Experience*	Upper age limit*	Monthly Consolidated Pay
		compliance for government projects.	monitored projects is desirable.		
4	Office Assistant <i>Vacancy : 03</i>	- SSLC (Class X) pass or equivalent from a recognised Board. Higher qualification will be an advantage. - Basic literacy in computer operations and use of common office equipment (printer, scanner, photocopier). - Good communication skills in Malayalam; working knowledge of English. Desirable Willingness to travel to temple sites and regional offices as required for PMU fieldwork or system study visits.	- Minimum 1 year of work experience in an office environment, government institution, or any organisation. - Prior experience in a government office or public sector establishment is preferred. Candidates with experience in handling official records, dispatch, and front-office duties will be given preference.	40 years	₹25,000

***Cut-off date for upper age limit and experience is 01.07.2026**

Note:

- The application fee for all the above mentioned positions is ₹500/-(plus applicable transaction charge).**
- The age relaxation as per Government rules shall be applicable for SC/ST/OBC/PwD/ Ex-servicemen.**
- The initial contract period shall be two (2) years from the date of joining, or until the completion of the project, whichever is earlier.**

Instructions for Scanning of Photograph & Signature

- 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 200 kB in *.JPG format only].
- Candidate 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 50 kB in *.JPG format only].
- The candidate has to scan his/her 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

- Applicant must be citizens of India
- The applicants are required to go through the detailed notification carefully and decide themselves about their eligibility for this recruitment before applying online.

- **PMU-TDB/CMD shall not be responsible for any discrepancy in submitting the online application.**
- **Interested applicants shall pay an amount of ₹500 + transaction charges for each position.**
- **Age relaxation, as per Government rules, shall be applicable to SC/ST/OBC/PwD/Ex-servicemen candidates. However, candidates must submit the requisite documents/certificates, obtained within the preceding six months from the appropriate competent authority, in support of their eligibility. Failure to submit the above will result in rejection of the candidature.**
- **The application fee for each application shall be paid online through the payment gateway provided in the CMD's application portal. Application fees is non-refundable.**
- **Applicants must compulsorily fill-up all relevant fields of the online application.**
- **Incomplete/incorrect application form will be summarily rejected. TDB/CMD under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.**
- **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 online application form do not tally with the Original documents produced by the Candidate, his/her candidature will be rejected.**
- **The qualification stipulated for the post must be from a recognized 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 applications shall not be considered.**
- **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.**
- **CMD reserves the right to call for any additional documentary evidence from candidates in support of educational qualifications/experience/ other notified eligibility requirements.**
- **Candidates must upload either the original certificate or the provisional certificate issued by a competent authority when submitting their educational qualification certificates. Uploading mark sheets, consolidated mark sheets, or statements instead of certificates will not be accepted, and such applications will be rejected.**
- **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 written test/proficiency assessment/interview 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 online 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. Affidavit is applicable only for latest experience.****

Experience certificates submitted without specific information like date of joining, relieving, duties and responsibilities, signature and seal of authorised person will not be considered.

- **CMD reserves the right to determine the selection process based on requirements. The selection process may include application screening, criteria-based screening, a written test, skill test/proficiency test, an interview, or any combination of these methods.**
- 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
- Applications with blurred/ illegible Photograph/ Signature/ ambiguous experience certificates will be rejected.
- CMD/PMU-TDB 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/shortlisting in all stages of recruitment are reserved by CMD/PMU-TDB.**
- The CMD/PMU-TDB reserves the right to debar any candidate for any malpractice, including for a fraudulent claim of any kind of benefit / relaxation / concession, misconduct.
- In case of any problems faced by the candidates in filling up the online application form they may contact the HELP DESK on the phone number: 0471 2320101 ext: 237,250 between 10am and 5pm on working days (Monday – Friday).

**Sd/-
Authorised Signatory**

ANNEXURE

Sl. No.	Post	Key Duties and Responsibilities
1	System Administrator	• Manage and maintain all IT systems, servers, workstations, and networking infrastructure at the PMU office. • Ensure uninterrupted functioning of cloud connectivity, internet access, and local area network. • Provide first-level IT support and helpdesk services to all PMU staff. • Maintain IT asset registers and coordinate with vendors for AMC and hardware issues. • Assist in implementation of IT security policies, user access management, and data backup protocols. • Coordinate with KITFRA technical team for system-level support requirements.
2	Clerk	• Handle day-to-day office correspondence, dak management, dispatch, and filing. • Maintain office records, registers, and document management systems as per PMU procedures. • Assist in preparation of meeting agendas, minutes, and follow-up action notes. • Coordinate scheduling, travel arrangements, and logistics for PMU staff and officials. • Support procurement processes by maintaining vendor correspondence files and tender documents. • Assist in preparation of reports, returns, and compliance documents required under HC oversight. • Manage stationery, consumables, and petty office requirements.
3	Accountant	• Maintain day-to-day accounts of the PMU in compliance with double-entry bookkeeping principles and TDB Double Entry Accounting Rules 2012. • Process payments, prepare vouchers, and maintain the ring-fenced project bank account ledger. • Prepare monthly financial statements, fund utilisation reports, and burn rate analysis for submission to the Special Officer. • Assist the Finance Officer in preparation of quarterly and annual financial reports for TDB and the Hon'ble High Court. • Maintain Maker-Checker compliance for all financial transactions as per SoP-PMU-FM-001. • Coordinate with internal and external auditors and furnish accounts, vouchers, and supporting documents as required. • Track advances, recoveries, and maintain subsidiary registers as prescribed under the PMU financial framework. • Prepare utilisation certificates and reimbursement claims as applicable.
4	Office Assistant	• Carry out general office assistance duties including photocopying, scanning, binding, and dispatch of documents. • Handle inward and outward dak, stamp and despatch registers, and internal file movement. • Assist in maintenance of office premises, including housekeeping coordination and logistics support. • Provide support during meetings, events, site visits, and official functions of the PMU. • Assist Clerks and Accountants in day-to-day operational support tasks. • Manage petty logistics such as procurement of stationery and consumables. • Perform such other duties as may be assigned by the Administrative Officer or PMU leadership.