

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chithranjali Hills, Thiruvallam P.O., Thiruvananthapuram – 695 027

Notification No.C-DIT/HR1-10/2023 dated 22.7.2023

Vide Production Project staff Required

C-DIT is an autonomous institution set up by the Government of Kerala, functioning under the Dept. of Electronics & IT. As an approved Total Solution Provider (TSP) and Accredited Agency for Government IT initiatives, C-DIT undertakes various projects in Video Communication & Digital Media Production, IT/ITES, e-Governance, Web development, digitisation and Digital transformation for Government departments and organisations.

C-DIT invites online applications from eligible candidates for the following positions with opportunity to work in the Video Communication projects of C-DIT.

Sl. No.	Particulars
C-DIT/HR1-10/1	Associate Video Producer
No. of Positions	2
Age Limit	26-50 years
Educational Qualification & Experience	MCJ with three years experience in Video content development. Or Post Graduation in any stream + One year PG Diploma in Journalism / Mass Communication/video production with three years' experience in Video content development. Or Degree (any stream) + One year PG Diploma in Journalism / Mass Communication/Science and Development Communication with 5 years' experience in video production. Or Degree (any stream) + Diploma in Digital Media Production from a reputed institution with six years experience in visual content development with special focus on video content

Specific Skills set required	<p>Research for development of script for a total of 5 videos in different genres of video production; documentary videos, short videos, advertisements videos, educational videos etc.</p> <p>Independent Video Production experience, Experience as Director in multi cam live video shooting.</p> <p>Technical and creative lead in video shooting and video post shooting process for at least 5 video productions in different genres video documentary, short videos, advertisements videos, educational videos etc.</p> <p>Basic knowledge about video shooting and post shooting equipment's and thorough working knowledge about the technology process</p>
Desirable	Experience in Development Communication , Ability to work beyond office hours & holidays
Job role	Needs to involve in all aspects of video production i.e research, script, video shoot and post shooting process.
Remuneration	Rs. 32400-36000 based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10 /2	Assistant Video Editor
No. of Positions	2
Age Limit	22 -50 years
Educational Qualification & Experience	<p>Any Degree with Diploma in Video editing + one year of experience in video editing from a reputed organization /institute or studio and working as Video editor of 10 short videos/documentaries/online productions etc</p> <p style="text-align: center;">Or</p> <p>Any Degree with Certificate in Video editing + two years of experience in video editing from a reputed organization institute or studio and working as Video editor of 10 short videos/documentaries/ online productions etc.</p> <p style="text-align: center;">Or</p> <p>Class 12 with Diploma / Certificate in Video Editing + 4 years' experience in Video editing in a reputed organization /institute or studio and working as Video editor of 10 short videos/documentaries/online productions etc.</p> <p style="text-align: center;">Or</p> <p>Class 10 with Diploma / Certificate in Video editing + 5 years' experience in Video editing in a reputed organization /institute or studio and working as Video editor of 10 short videos/documentaries/online productions etc.</p> <p>(Diploma / Certificate issued by a reputed institution)</p>

Skills required	<p>Hands-on experience with editing software's – Premiere Pro & Final Cut Pro X</p> <p>Knowledge of Photoshop, After Effects and similar software</p> <p>Experience in multi camera online video editing</p> <p>Ability to work within a timeline</p> <p>Good Creative and artistic skills.</p> <p>Familiarity with motion graphics, composition and special effects.</p> <p>Portfolio of completed productions.</p>
Job Role	<p>Research of topics</p> <p>Preparation of audio- visual script.</p> <p>Identification of shooting requirements</p> <p>Technical and creative lead in shooting and post shooting activities.</p> <p>Interact with different stakeholders in preparation of respective projects.</p> <p>Functions as lead in the entire life cycle in the production of video</p> <p>Preparation of synopsis and treatment of the video.</p>
Desirable	Ability to work beyond office hours and holidays. Hand on experience in audio software's, audio recording and mixing
Remuneration	Rs 25,000 to Rs 30,000 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/3	Associate Camera Person
No. of Positions	2
Age Limit	23 to 50 years
Educational Qualification & Experience	<p>Degree with Diploma in Videography with two years' experience as camera person with minimum of 10 video productions as Director of videography for documentaries/short videos/ docu fictions etc.</p> <p style="text-align: center;">Or</p> <p>Degree with Certificate in Videography with three years' experience as camera person with minimum of 12 video productions as Director of videography for documentaries/ short videos/docu fictions etc.</p> <p style="text-align: center;">Or</p>

	<p>Class 12 with Diploma in Videography with five years of experience as camera person with minimum of 15 video productions as Director of videography for documentaries/short videos/docu fictions etc.</p> <p style="text-align: center;">Or</p> <p>Class 12 with Certificate in Videography and seven years of experience as camera person with minimum of 20 video productions as Director of Videography for documentaries/short videos/docu fictions etc (Diploma certificate issued by a reputed institution)</p>
<p>Skills required</p>	<p>Should be proficient in handling the latest cameras and also should know about the accessories.</p> <p>Proven experience as a camera person and operating relevant equipment (Broadcast Cameras, DSLR, Gimbals etc.)</p> <p>Excellent theoretical and practical knowledge of videography and capturing footage.</p> <p>Ability to understand and follow camera scripts.</p> <p>Able to work in flexible timings schedule</p> <p>Strong knowledge of camera and equipment, should be very quick towards creating a frame in live time, quick response to direction</p> <p>Good sense of light manipulation</p>
<p>Job Role</p>	<p>Assisting the Director of Photography in framing shots, ensuring composition, and achieving the desired visual aesthetics.</p> <p>Assisting with camera operations and managing camera data.</p> <p>Assigning roles and responsibilities to camera assistants or trainees.</p> <p>Supervising camera assistants during shoots to ensure efficiency and effectiveness.</p> <p>Coordinating with the Director of Photography and Camera Operator to ensure seamless collaboration within the camera team.</p> <p>Managing camera equipment stock:</p> <p>Keeping track of all camera gear, lenses, filters, and accessories owned or rented by the production.Coordinating with the Camera Department Head to track inventory, placeequipment orders, and handle returns or replacements as needed.</p> <p>Performing routine checks on cameras and accessories to identify technical issues andarrange for repairs or maintenance when necessary</p>
<p>Desirable</p>	<p>Ability to work beyond office hours and holidays</p>

Remuneration	Rs 32400 to Rs 36000 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/4	Camera Assistant
No. of Positions	3
Age Limit	21-50 years
Educational Qualification & Experience	Plus Two or equivalent and Diploma / Certificate in Videography Minimum 3 years of experience in Videography with reputed studios/institutions as Camera Assistant. Diploma / Certificate issued by a reputed institution.
Skills required	Should be proficient in handling the latest cameras and also should know about the accessories. Proven experience as a Camera Assistant in operating relevant equipment (Broadcast Cameras, DSLR, Gimbals etc.) Excellent theoretical knowledge of filming and capturing footage. Ability to understand and follow camera scripts. Setup all equipment before and after all events and practices Promoting safety in all filming duties Maintenance of all equipment, Operating different kinds of cameras, Able to work in flexible timings schedule Strong knowledge of camera and equipment, should be very quick towards creating a frame in live time, quick response to direction Good sense of light manipulation.
Job Role	To assist the Cameraperson in Video Production.
Desirable	Ability to work beyond office hours and holidays.
Remuneration	19000-24500 per month based on experience.
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/5	Media Content Analyst
No. of Positions	4
Age Limit	26 to 50 year

Educational Qualification & Experience	<p>PG Degree or PG Diploma in Mass Communication or Journalism 4 years experience</p> <p>Or Degree in Mass Communication and 5 years experience as above in content analysis of TV, channel news. Strong research and analytical skills. Good Knowledge of Media Asset Management Tools</p> <p>Archiving and Metadata creation of Video Content, Script Writing Skills for Video production, Hands-on Experience in All Aspects of Video Production</p> <p>Basic Knowledge of Video Editing Tools</p>
Skills required	<p>Hands on Knowledge of Media Asset Management Tools</p> <p>Basic Knowledge of Video Editing Tools</p>
Job Role	<p>Digital News Management:</p> <p>News Gathering and Sorting: Collecting and categorizing news materials from various sources.</p> <p>Archiving: Storing news materials systematically and securely for future reference.</p> <p>Video Content Metadata: Creating relevant metadata for video content.</p> <p>Working with journalists and technical teams for streamlined workflows.</p> <p>Content Verification: Fact-checking and ensuring the accuracy of news content.</p>
Desirable	Ability to work beyond office hours and holidays
Remuneration	26100-32600 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/6	Light Assistant Cum Console Operator
No. of Positions	3
Age Limit	24-50 years
Educational Qualification & Experience	Degree or Diploma in lighting design or lighting technology with three years experience in studio lighting and film &TV production

	<p style="text-align: center;">Or</p> <p>SSLC+15 Years Experience in Handling various light equipment, Cameras, Console operations etc (Diploma / Certificate issued by a reputed institution)</p>
Skills required	Thorough understanding of lighting equipment, such as various types of lights, lighting stands, diffusers, and gels, practical experience in setting up lighting for various video production scenarios, including indoor and outdoor shoots. Physically fit and able to perform these tasks safely and have good communication skill.
Job Role	Setting up and Maintaining lighting equipment: Assisting with lighting design with the cinematographer / work closely with the director, cinematographer, and other members of the production team to ensure that the lighting is consistent with the overall creative vision of the project, need to operate lighting control systems to adjust lighting during filming or live events / and the Lighting assistant cum console operator need to be able to troubleshoot any lighting issues that arise during filming or live events
Desirable	Ability to work beyond office hours and holidays
Remuneration	19000-22300 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/7	Production Support Organizer
No. of Positions	1
Age Limit	23 to 50 years
Educational Qualification & Experience	<p>Degree with three years experience as Production Assistant in video production in a reputed studio or Production house.</p> <p style="text-align: center;">OR</p> <p>Class 12 or equivalent with 5 years experience as Production Assistant in video productions in a reputed studio or Production house.</p>
Skills required	<p>Ability to interact with different stakeholders in video production and associated activities</p> <p>Hands on experience in providing logistic support and financial management for video production and associated activities</p> <p>Working knowledge of accounting software</p> <p>Ability to prepare request /letters for shooting related activities</p>

Job Role	<p>Coordination and financial management of shooting and Post shooting of Video production projects.</p> <p>Preparation of draft copy of working budget.</p> <p>Arranging shooting logistics, human resources and technical requirements.</p> <p>Disbursement of payments.</p> <p>Preparation of vouchers and settlement of payments.</p>
Desirable	Ability to work beyond office hours and holidays
Remuneration	25500-29500 per month
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/8	Production Support Assistant Cum Driver
No. of Positions	1
Age Limit	23-50 years
Educational Qualification & Experience	<p>SSLC With a valid Driver's license (Heavy) and have a clean driving record.</p> <p>A minimum of 5 years experience in driving vehicles.</p> <p>Experience in driving large vehicles in the film or television industry desirable.</p>
Skills expected & Job Role	<p>Responsible for safely transporting personnel and equipment to and from video production shoots. The Production Support Driver will work closely with the production team to ensure all transportation needs are met in a timely and efficient manner.</p> <p>The Production Support Driver must be familiar with local traffic laws and able to navigate various road conditions.</p> <p>The Production Support Driver must be physically fit and able to lift and carry equipment weighing up to 50 lbs.</p> <p>The Production Support Driver must have excellent communication skills and be able to communicate effectively with the production team, talent, and other crew members.</p> <p>The Production Support Driver must be able to manage their time effectively to ensure timely transportation of personnel and equipment to and from shoots.</p>
Remuneration	18000-22300 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment

C-DIT/HR1-10/9	Assistant Sound Recordist cum Audio Console operator
No. of Positions	1
Age Limit	24- 50 years
Educational Qualification & Experience	<p>Degree with Diploma in Sound recording and minimum of three years' experience in Sound recording/Audio editing</p> <p>Degree with Certificate in Sound recording and minimum of five years' experience in Sound recording/Audio editing.</p> <p>Class 12 with Diploma in Sound recording and minimum of six years' experience in Sound recording/Audio editing.</p> <p>Class 12 with Certificate in Sound recording and minimum of Seven years' experience in Sound recording/Audio editing.</p> <p>Class 12 with minimum of ten years' experience in sound recording.</p> <p>(Diploma / Certificate to be awarded by a reputed institution)</p>
Skills required	Expertise with Sound Recording, Design, Mixing, Editing, Sound Library Management, Audio Integration, Vocal Production
Job Role	<p>Research and Selecting music tracks, finding sound effects that goes well with the activities/ movements/ transitions in the video, and coordinate with the graphic and video editing team. Collaborate with video editors, graphic designers, and creative team to deliver the best sound design.</p> <p>Experiences on editing, mixing and mastering</p> <p>Sound editing, Designing, Mixing, and Mastering</p> <p>Digital Audio Production, Sound judgment</p> <p>Optimize Music and sound effects for games</p> <p>Synchronize and equalize pre-recorded dialogues, music, and sound effects</p> <p>Software Knowledge in Steinberg Nuendo, Steinberg Cubase, Audacity, Soundforge, Logic Pro X, Pro tools or Adobe Audition</p>
Remuneration	25000 to 30000 per month based on experience.
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/10	Senior Motion Graphics Artist
No. of Positions	1
Age Limi	24 - 50 years
Educational Qualification & Experience	<p>Degree in Design/animation/visual effects /media technology or related field with Five years' experience in a reputed production house/s.</p> <p>Or</p> <p>Class 12 + Diploma in Design, Media technology or related field with Five years' experience in a reputed production house/s with Solid experience with the software's like Premiere pro, After Effects, and Blender,3Ds Max or Maya.</p> <p>Diploma / Certificate issued by a reputed institution</p>

Experience	<p>Demonstrable video editing ability with a strong portfolio of motion graphics work</p> <p>Thorough knowledge of timing and continuity</p> <p>Familiarity with special effects, 3D, and compositing</p> <p>Keen eye for design and aesthetics</p> <p>Expert-level knowledge of Adobe Suite and common motion graphics design software's</p>
Remuneration	35000 to 40000 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-10/11	Logistic Assistant
No. of Positions	1
Age Limit	22-50 years
Educational Qualification & Experience	Degree with 1-2 years experience in organizing different components of an Event such as Budgeting, planning, scheduling, venue management, infrastructure finalization, etc.
Skills required	<p>Ability to interact with different stakeholders for providing support for conceiving and organizing events and associated activities, Hands on experience in providing logistic support and financial management for conceiving and organizing events and associated activities, Working knowledge of accounting software</p> <p>Ability to prepare request letters / Lay out plan for events</p>
Job Role	<p>Coordination and financial management of conceding and executing logistical activities for events</p> <p>Preparation of draft copy of budget.</p> <p>Arranging shooting logistics, human resources and technical requirements.</p> <p>Disbursement of payments.</p> <p>Preparation of vouchers and settlement of payments.</p>
Remuneration	23700 to 29500 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment

General Conditions/ Instructions:

1. Candidates should read the instructions thoroughly and ensure that they possess the required eligibility conditions, qualification and experience in the relevant domains prescribed in the notification before applying for any post.
2. Age, qualification and experience possessed by the applicant **as on the closing date** of the notification only will be considered. Applicants shall clearly specify the details and provide supporting documents. Relaxation in upper age limit as applicable will be considered as per norms prescribed by the Govt. of Kerala, in the case of deserving categories, provided such candidates claim age relaxation in the application and upload/produce supporting documents to prove their eligibility. Relaxation in age or number of years of experience may be considered in the case of exceptionally deserving candidates with proven expertise in the relevant domains specified in the notification, at the discretion of C-DIT.
3. Remuneration will be fixed suitably in the range specified, depending on the qualification, experience and performance of the candidate in the skill test/interview. The period of engagement will be initially for a period of one year in the project, which may be extended further for one more year, based on performance assessment, if there is further requirement in the project, subject to discretion of C-DIT.
4. The appointees shall have no claim for regular appointment in any of the C-DIT establishments or Government departments/agencies for which the projects are implemented, after the expiry of the project period.
5. Application shall be submitted only through online mode. Incomplete applications will be rejected. Acceptance or rejection of application of the candidates will be at the sole discretion of C-DIT and will be binding on the applicant.
6. **Documents to prove age, qualification and experience shall be uploaded along with the online application for scrutiny. Initial verification and short listing of applicants will be based on the details provided in the application and the copies of the documents uploaded.** Original certificates shall be submitted for verification at the time of joining. If any discrepancy is found in the application and documents, the offer letter shall be cancelled and the candidate will be disqualified. It will be the sole responsibility of the candidate to produce original documents for verification of their claims, when called for.
7. C-DIT reserves the right to increase or decrease the number of posts or to cancel the recruitment to any one or more posts at its sole discretion.
8. Inclusion of the candidate in the of the shortlist / provisional list will not be a claim for appointment.
9. No TA/DA will be provided to the candidates at any stage of the recruitment process.
10. Canvassing in any form will lead to disqualification. C-DIT has not engaged any recruiting agencies.

How to Apply

- Online application shall be submitted by visiting the portal www.careers.cdit.org.
- Candidates are expected to upload the scanned copy of the supporting documents, failing which the application may be treated as incomplete or could be rejected.
- Applicants should complete the online registration first and upload necessary documents. Then the application shall be finally submitted after verifying the details. Changes if any, can be made only before final submission.
- Applications forwarded through any other means including post, fax or e-mail will not be entertained.
- Applicants are advised to visit the web site and note down any change in the schedules/requirements published.
- List of shortlisted candidates will be published in the portals www.cdit.org and www.careers.cdit.org. The intimation to the candidate will be sent by e-mail only.
- Shortlisted candidates only will be eligible for the written test/skill test/interview.
- Skill test and interview will be conducted in online mode or physical mode, as required.
- Candidates will be shortlisted for interview based on the preliminary evaluation of the written/skill test.
- Guidelines and instruction for skill test and interview will be available in the portal www.careers.cdit.org.
- Provisional List of shortlisted candidates will be published in the portal www.careers.cdit.org.
- Final rank list will be published based on detailed evaluation and interview.
- Candidates shall be willing to join immediately on short notice if selected.
- All communications with the candidates will be through email only.
- Original certificates need to be produced during verification, before joining. If any discrepancy is found, offer letter shall be canceled and candidate will be disqualified.
- Applicant should furnish documentary proof, in case of equivalent courses.
- There is no application fee or payment involved in any stage of the recruitment.

The closing date of submission of online application is 10.08.2023, 5.00 PM.

**Sd/-
Registrar**