CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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

Notification No.C-DIT/HR1-01/2023 dated 07.1.2023

Video Producer Required for Projects

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 Acredited Agency for Government IT intitiaves, C-DIT undertakes various projects in 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 oppurtunity to work in the projects of C-DIT.

Sl. No.	Particulars
C-DIT/HR1-01/1	**Video Producer/ Programme Coordinator**
No. of Positions	2
Upper Age Limit	45 year
Educational Qualification & experience	MCJ or MA- Mass Communication , Msc- Electronic Media or Degree with PG-DSDC or BVMC. Independent video production experience 3 -5 years with at least 5 productions.
Skill set	Should be capable of independent concept development, scripting and development of film /video production in digital mode. Research and Audio – Visual Script development for videos in different genres of video documentary, short videos, advertisements videos, educational videos etc. Experience in working as Director in multi cam live video shooting and as Technical creative lead in video shooting and video post shooting process
Job role	Supervision and coordination of Video / Digital programme productions in C-DIT in different genres.
Remuneration	Rs. 40000-50000 per month
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-01 /2	**Assistant Video Producer**
No. of Positions	2
Upper Age Limit	35 years

Educational Qualification & Experience	MCJ with three years experience in Video content development. Or Post Graduation in any stream + PG Diploma in Journalism/ Mass Communication / video production with 4 years experience in video content development. Or Degree (any stream) + PG Diploma in Journalism / Mass Communication / Science or Development communication with 5 years experience in Video production. Or Degree (any stream) + Diploma in Digital Media Production from a reputed institution with 5 years experience in content development.
Desirable Skill Set	Research and Audio – Visual Script development for videos in different genres of video documentary, short videos, advertisements videos, educational videos etc. Experience in working as Director in multi cam live video shooting and as Technical creative lead in video shooting and video post shooting process.
Job Role	Research of topics Preparation of audio- visual script. Identification of shooting requirements Technical and creative lead in shooting and post shooting activities. Interact with different stakeholders in preparation of respective projects. Functions as lead in the entire life cycle in the production of video Preparation of synopsis and treatmentof the video .
Remuneration	Rs.31000 - 37400 per month consolidated
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 23.01.2023, 5.00 PM.

Sd/-
Registrar