



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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

Notification No.C-DIT/HR1-05/2024 dated 29.02.2024

Packing Assistant /Inspection Staff Required for Printing/Production Unit

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 IT/ITES, e-Governance, Web development, digitisation and Digital transformation of Government departments and organizations. C-DIT invites online applications from eligible candidates for temporary engagement of Packing Assistant/ Inspection Staff to work on shift basis in the printing/production unit of the Optical Image Processing Division of C-DIT at Thiruvallam Campus.

Sl. No.	Particulars
C-DIT/HR1-05 /1	Packing Assistant /Inspection Staff
No. of Positions	7 (may vary as per actual requirement)
Age Limit	18-50 years
Educational Qualification	Passed Xth / SSC/ equivalent
Experience	Minimum 1 years' Experience in Label Printing Unit as Packing Assistant/ Inspection Staff.
Remuneration	Consolidated pay of Rs.15,550/- p.m.
Period & mode of Engagement	One year on contract basis, extendable based on requirements and performance
Hours of working	Daily three shifts
Closing Date & Time	15 th March 2024, 5.00 PM

General Conditions/ Instructions:

- 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.
- 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.
- The engagement will be of temporary nature and initially for a period of one year in the project, which may be extended based on performance assessment, if there is further requirement in the project, subject to discretion of C-DIT.
- 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 the website and in online mode.** Applications received in hard copy or email etc will not be entertained. 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. It will be the sole responsibility of the candidate to produce original documents for verification of their claims, when called for. If any discrepancy is found in the application and documents, the offer letter shall be cancelled and the candidate will be disqualified.

7. C-DIT reserves the right to increase or decrease the number of positions or to cancel the recruitment to any one or more positions at its sole discretion.

8. Inclusion of the candidate in the of the shortlist / provisional list /rank 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 and there is no application fee prescribed.

How to Apply

- Online application shall be submitted by visiting the portal www.careers.cdit.org.
- 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.
- 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.
- 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 websites www.cdit.org and www.careers.cdit.org. The intimation to the candidate will be sent by e-mail only.
- Provisional List of shortlisted candidates will be published in the portal www.careers.cdit.org. Shortlisted candidates only will be eligible for the interview.
- All communications with the candidates will be through email only.
- Final rank list will be published based on detailed evaluation or skill test and interview as decided by C-DIT.
- Candidates shall be willing to join immediately on short notice if selected.
- 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.
- Application if any received after the closing date and time will not be considered.

Sd/-

REGISTRAR