

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY

Centre for Development Of Imaging Technology (C-DIT) is looking for high performing, dynamic and result oriented professionals for the following positions for Facility Management Service project to all offices of the Motor Vehicles Department. The posting will be purely temporary on consolidated pay for a period of one year at the various RT Offices/ Sub RT Offices/ Head Office under the four Zones viz. Thiruvananthapuram (6-RTO & 14-SRTO), Ernakulam (4-RTO & 12-SRTO), Thrissur (3-RTO & 11-SRTO) and Kozhikode (5-RTO & 5-SRTO).

Designation	No. of personnel required	Minimum Qualification (All of the below are mandatory)	Minimum Experience	Consolidated Salary offered
Zonal Manger	4 (One per ZONE)	1. BE/B.Tech 2. MCSE 3. MBA	3 years of Project management experience	18,500
Network Administrator (NA)	4 (One per ZONE)	1. CCNA 2. MCA/ M.Sc. Computer Science / M. Tech / M.E	3 years of Network administration experience in offices with at least 20 branches & 20 computers each	17,000
	1 (One for Head office,TVM)	1. CCNA & RHCE 2. MCA/ M.Sc. Computer Science / M. Tech / M.E	3 years of Linux Server management, Network administration experience in offices with at least 20 nodes in a LAN.	18,000

System Administrator (SA)	19 (1 per RTO 1 for Head office, TVM)	1. MCSE 2. B.E Computer Science / B.Tech / MCA or higher	3 years of System administration experience in offices with at least 20 nodes in a LAN.	12,000
Assistant System Administrator (ASA)	64 (1 per RTO 1 per SRTO 1 for Head office, TVM)	Diploma in Computer Hardware, electronics such as PGDCA / equivalent or higher	1 year of System administration experience in offices with at least 20 nodes in a LAN.. Should possess knowledge of maintaining all types of printers like Laser, Dot matrix, Laminators etc.	8,000
Helpdesk staff	2 (For Head office, TVM)	1. Any graduation Degree 2. Fluent in English & Malayalam	2 years of work experience in similar environments	7,000

Note: RTO- Regional Transport Office, SRTO- Sub Regional Transport Office

Interested candidates may send their detailed bio-data to The Registrar, Centre For development of Imaging Technology, Chithranjali Hills, Thiruvallom P.O, Thiruvananthapuram on or before 23.07.2010, 05.00 P M. You are requested to mention the relevant **Designation** in the application. The envelope shall be super scribed with a statement ' The Application for the post of.....' The date and venue of interview/ skill test or both for the shortlisted candidates will be published in the websites 'www.cdit.org' and www.careerskerala.gov.in'

PRIMARY ROLES & RESPONSIBILITIES

Designation	Primary roles and responsibilities
Zonal Manger	<ul style="list-style-type: none"> • Should work at the respective Zonal office / location assigned by C-DIT • Should handle & resolve all calls or problems at the MVD zonal offices • Responsible for the entire Facility Management Services (Man power support – Technical & Non Technical, Maintenance/ service/ replacement of equipments, supply of stationery etc) of the zone • Handle first level escalations & ensure to meet project timelines • Spare & supplies stock maintenance • Updation of Documents, policies etc. • Weekly visit to DTC & other MVD offices in the zone & ensuring adherence of Service levels
Network Administrator	<ul style="list-style-type: none"> • Supporting from Zonal office or MVD head office • Management of Server at datacenter • Network management & support for all MVD offices of the respective zone • Should handle & resolve all calls or problems at the MVD offices
System Administrator	<ul style="list-style-type: none"> • All System Administration & Database administration activities • On the floor support • Responsible for the timely and 100% delivery of the entire Scope of work at the respective MVD office • Also responsible for the same at the Checkposts falling under the respective zone he / she serves, besides visiting it on a weekly basis. • Coordinating with all third parties as & when required and facilitating on behalf of MVD office for restoring up time, at every instance of a down time • Responsible for routine maintenance activities such as

	<p>replacement of CMOS Battery, anti-virus updates, back up etc.</p> <ul style="list-style-type: none"> • Timely renewal of AMCs & other contracts • Follow-up with vendors for any repairing activity • Sharing all responsibilities of Assistant System administrator • Responsible for security of all passwords, assets of MVD, software, spares, consumables etc • Preparation of all reports, documents, payment claim requests etc. • Handling queries of MVD staff
Assistant System Administrator (ASA)	<ul style="list-style-type: none"> • Responsible for the entire Facility Management Service project for MVD • Preventive Maintenance activities • All first level maintenance activities • Replenishing consumables • Supporting SA in all areas as required by the SA • To take up all responsibilities of System administrator, if MVD office does not have an SA.
Helpdesk Staff	<ul style="list-style-type: none"> • Call handling, assigning tasks to respective SA or ASA • Timely escalation of calls to subsequent levels if not resolved within acceptable timelines. • Report generation and followup

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY

Centre for Development Of Imaging Technology (C-DIT) is looking for large number (More than 100) of House Keeping Staff for a Facility Management Service project to all offices of the Motor Vehicles Department. The engagement will be purely temporary on consolidated pay for a period of one year at the various RT Offices/ Sub RT Offices/Check posts/ Head Office under the four Zones wiz. Thiruvananthapuram (6-RTO & 14-SRTO), Ernakulam (4-RTO & 12-SRTO), Thrissur (3-RTO & 11-SRTO) and Kozhikode (5-RTO & 5-SRTO) and 19 Check posts.

Designation	No. of personnel required	Minimum Qualification	Minimum Experience
Housekeeping staff	3 for Head office 2 per RTO 1 per SRTO 1 per Check Post	10 th Standard pass	Housekeeping experience for at least 2 years in IT environment

Registered firms who are willing to supply the above manpower may send their detailed proposal to The Registrar, Centre For development of Imaging Technology, Chithranjali Hills, Thiruvallom P.O, Thiruvananthapuram on or before 19.07.2010, 05.00 P M

Contact No : 9745603449, 9895788233

PRIMARY ROLES & REAPONSIBILITES

Designation	Primary Roles & Responsibilities
Housekeeping staff	<ul style="list-style-type: none"> • Floor maintenance, Cleaning, Dusting of all assets • Replenishing Water containers • serving of refreshments • Lubricating equipments, Refueling Generators • Replacing of electrical equipments • cleaning of toilets