



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
Chithranjali Hills, Thiruvallam P.O., Thiruvananthapuram – 695 027

Notification No.C-DIT/HR1-14 /2022 dated 22.11.2022

Graphic Designer / Trainee 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 IT/ITES, e-Governance, Web development, digitisation and Digital transformation of Government departments and organisations as well as Video / Digital Communication projects and campaigns.

C-DIT invites online applications from eligible candidates to be engaged as Graphic Designer on contract basis & Graphic Designer Trainee with opportunity to work in the projects

C-DIT/HR1-14/1	Graphic Designer (on contract basis)
No. of Positions	1
Age Limit	45 years
Educational Qualification	SSLC with Diploma / Certificate in multimedia/ graphic design from a reputed institution.
Experience	Minimum 10 year experience in Security document design /Graphic Designing from a reputed firm.
Skill Expertise	Proficiency in software like Photoshop, Illustrator and Corel Draw
Remuneration	Rs. 27900 -30995 per month
Period & Mode of Engagement	One year on contract basis.
C-DIT/HR1-14/2	Graphic Designer Trainee
No. of Positions	1
Age Limit	30 years
Educational Qualification	Plus 2 with Diploma / Certificate completed in multimedia/ graphic design from a reputed institution.
Skill Expertise	Knowlegde in software like Photoshop, Illustrator and Corel Draw
Stipend	Rs.15,000/- per month
Period & Mode of Engagement	One year training

General Conditions/ Instructions:

1. Candidates should read the instructions thoroughly and ensure that they possess the required eligibility conditions and qualification in the relevant areas prescribed in the notification before applying for any position.
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.
3. Selection will be based on skill test and interview.
4. The appointee 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. The contract staff / trainee will be relieved at the end of the training 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, experience etc 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 at any stage. It will be the sole responsibility of the candidate to produce original documents for verification of their claims, when called for.
7. Applications received after the closing date and time will be summarily rejected.
8. C-DIT reserves the right to increase or decrease the number of positions or to cancel the selection at its sole discretion.
9. Inclusion of the candidate in the shortlist / provisional list will not be a claim for selection/engagement.
10. No TA/DA will be provided to the candidates at any stage of the recruitment process.
11. **Canvassing in any form will lead to disqualification. C-DIT has not engaged any recruiting agency or do not offer placement or training through agents or do not accept any payment for recruitment/ training.**

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/ interview.
- Test and interview will be conducted in online mode or physical mode, as required.
- Candidates will be shortlisted for interview based on preliminary evaluation through the written/screening test.
- Other Guidelines and instruction for test and interview if any will be made 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 02.12.2022, 5.00 PM.

**Sd/-
Registrar**
