



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

Notification No.C-DIT/HR1-16/2022 dated 30.11.2022

Staff 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 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.

C-DIT invites online applications from eligible candidates for the following temporary project positions with consolidated remuneration.

Sl. No.	Particulars
C-DIT/HR1-16 /1	Content Analyst
No. of Positions	3
Maximum Age Limit	40 years
Educational Qualification and experience	MCJ with 4 years experience as Content Writer / Content Creator or a similar role in a reputed organization OR Any Post Graduate Degree with One year PG Diploma in Journalism /Mass Communication and 4 years experience as Content Writer / Content Creator or a similar role in a reputed organization OR Any Post Graduate Degree with 5 years experience as Content Writer / Content Creator or a similar role in a reputed organization OR Any Post Graduate Degree with 5 years experience in content writing for Research projects OR BA (Journalism or Mass Communication) with 7 years experience as Content Writer /Content Creator or a similar role in a reputed organization OR Any Degree with One year PG Diploma in Journalism / Mass Communication from a recognised institute with 7 years experience as Content Writer / Content Creator or a similar role in a reputed organization.

	Experience in content writing for multiple platforms (Websites/ Web Portals) including Social Media platforms.
Skills/Expertise required	<ol style="list-style-type: none"> 1. Editing and creating new contents from secondary data , proof reading, research and conceptualization, creation of contents for newsletters, blogs, articles etc. In Malayalam and English 2. Excellent working understanding of various Social Media platforms. 3. Good understanding of Social Media content, Blogs, advertising and marketing materials etc. 4. Preparation of scripts for video, animations etc.
Remuneration	Rs. 29,400-40,000 per month
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment.
C-DIT/HR1-16 /2	Programme Manager
No. of Positions	1
Age Limit	50 years
Educational Qualification	B Tech or MCA OR MBA OR Post Graduation in any discipline with 55% marks or CGPA 6 & above (All Courses must be regular/ full time)
Experience	<p>Minimum 5 years experience in</p> <ol style="list-style-type: none"> a. Delivering/managing projects in a professional environment b. Preparation of strategic proposals, project road-maps and roll-out plans. c. Web and digital strategic marketing services. d. Experience in Government/ Public Sector projects.
Skills/Expertise	<ol style="list-style-type: none"> 1. Exceptional verbal and written communication skills. 2. Good presentation skills. 3. Ability to interact with technical and non-technical stakeholders. 4. Knowledge in Project Management Methodologies.
Desirable	<ol style="list-style-type: none"> 1. Strong quantitative and analytical skills with the ability to use data and metrics desirable. 2. Knowledge in data analysis, data wrangling and data visualization tools, desirable.
Remuneration	Rs. 50,000-70,000 per month
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-16 /3	Digital Marketing Expert
No. of Positions	1
Maximum Age Limit	40 years
Educational Qualification and experience	MBA/Post graduation/B- Tech/ in any stream from any recognized university with two years experience in Digital

	Marketing / Social Media Management (All Courses must be regular / full time)
Skills/ Expertise	1.Knowledge in social media marketing 2. Familiarity with Google Analytics and Social Media analytical tools 3. Knowledge in search engines 4. Experience in organizing Social Media Campaigns. 5.Ability to prepare Social media strategy 6. Good Presentation and Communication skills.
Remuneration	Rs. 35,000-45,000 per month
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
C-DIT/HR1-16 /4	Digital Marketing Interns
No. of Positions	2
Maximum Age Limit	25 years
Educational Qualification	MBA OR B Tech or MCA OR Degree with 2 years experience in digital marketing (All courses must be regular/ full time) from any recognized University
Desirable	Should have been a part of any Social Media Campaign Knowledge in multiple Social Media Platforms Knowledge of the latest trends and technologies in Social Media realms. Candidate must be handling Social Media pages and should be having not less than 10,000 number of followers.
Remuneration	Rs.20,000 per month
Period & Mode of Engagement	6-12 months initially

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. Qualification degrees wherever specified should be obtained from recognised universities or Government /industry recognised institutes. 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 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 two years 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. The mere possession of the prescribed qualifications or the number of years of experience, will not entitle any candidate to be considered for appointment. Only those candidates who have demonstrable expertise/experience in the areas mentioned and/or similar areas, will be considered for selection, at the sole discretion of C-DIT.
8. 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.
9. Inclusion of the candidate in the of the shortlist / provisional list will not be a claim for appointment.
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 agencies. Or do not offer engagement through agents or do not accept any payment for recruitment / selection .

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 through 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 17.12.2022, 5.00 PM.

**Sd/-
Registrar**
