

## **Centre for Development of Imaging Technology (C-DIT)**

Centre for Development of Imaging Technology (C-DIT) is a unique institution under Government of Kerala with diverse skill sets and achievements in the areas of Imaging Technology & ICT and their applications. Founded in December 1988 as an offshoot of Kerala State Film Development Corporation, C-DIT started its operations with two projects funded by the Government of India- one in the field of research and development in film and electronics technology and another in the area of science and development communication using video.

For more details, visit :- <http://www.cdit.org/about-us>

## **Functions and responsibilities of the post of Registrar, C-DIT**

The Registrar shall be in immediate charge of the management of the affairs of the C-DIT Society subject to the control and supervision of the Director and the Governing Body. The Registrar shall be the custodian and keeper of the records of the society. He shall operate the accounts of the Society in Banks and Treasuries. The accounts and cash of the society shall be under the supervision and control of the Registrar. He shall also be the Head of the Society's Office and shall supervise the work and conduct of the office staff and employees.

The Registrar shall be a member of the Executive Committee and Governing Body of the Society. In each meeting of the Executive the Registrar shall submit a report on the financial status of the society.

Registrar is a fulltime salaried employee of the C-DIT society. Government of Kerala is the appointing authority for the post of Registrar. The tenure, terms and conditions will be as decided by the Government. Higher starting pay may be considered, depending upon the qualifications and relevant experience, by the Government at its discretion.

C-DIT is a multi-faceted organisation engaged in activities in diverse fields such as Information Technology applications including software development, digitisation of old documents, web design and hosting services, technology implementation and support services; Optical image processing applications such as laser-based hologram production and high security document printing; Visual Communication activities including video production; Academic activities including conduct of Communication courses and ICT based short & long term courses; System Integration services offering total solutions to client organisations/departments; Research & Development etc. Total professional experience of the candidates should include relevant experience in planning, project supervision and administration of scientific or other projects. Registrar will be required to function as the Chief Executive Officer leading the different departments in achieving their objectives,

besides acting as the Head of Office supervising the day-to-day administration, financial management and human resource management.

Mere possession of the prescribed qualifications and number of years of experience may not be enough to get selection. Applications will be scrutinised with respect to the information provided by the candidates to establish their capabilities and achievements. Applicants are advised to submit two letters of references from eminent personalities who are familiar with their work. Persons with good leadership quality and drive for initiating and executing innovative action plans for the organisation will only be selected.