

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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

Corrigendum to the Notification No.C-DIT/HR1-10/2023 dated 22.7.2023 (As amended on 10.08.2023 & last date extended upto 22.08.2023)

C-DIT/HR1-10/11	Logistic Assistant
No. of Positions	1
Age Limit	22-40 years
Educational Qualification & Experience	12 th class pass with 1-2 years experience in organizing different components of Event management such as Budgeting, planning, scheduling, venue management, infrastructure finalization, etc.
Skills required	Ability to interact with different stakeholders for providing support for conceiving and organizing events and associated activities, Hands on experience in providing logistic support and financial management for conceiving and organizing events and associated activities, Working knowledge of accounting software Ability to prepare request letters / Lay out plan for events
Job Role	Coordination and financial management of logistical activities for events Preparation of draft budget. Arranging shooting logistics, human resources and technical requirements. Disbursement of payments. Preparation of vouchers and settlement of payments.
Remuneration	23700 to 29500 per month based on experience
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment

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. 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.
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 one year 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. 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.
8. Inclusion of the candidate in the of the shortlist / provisional 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.

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 of 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 22.08.2023, 5.00 PM.

**Sd/-
DIRECTOR
Registrar**