

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

Notification No.C-DIT/HR1-12/2024 dated 06. 08.2024

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 temporary project positions, with consolidated remuneration.

Sl. No.	Particulars
C-DIT/HR1-12 /1	Program Manager - Social Media
No. of Positions	1
Maximum Age Limit	27-40 years
Educational Qualification & Experience	B.Tech/MSc/MCA / MBA / MSW / MJMC /MCJ/MA. (Exceptional candidates having Degree qualification with proven track record of professional experience of 7 years and skill sets as prescribed below may also be considered).
Job Role	<p>Research, strategize, and conceptualise campaigns to support the organisation's overall goals and specific initiatives</p> <p>Develop and implement social media strategies to increase brand awareness and engagement across various platforms.</p> <p>Create and curate engaging content, including text, images, and videos, to drive audience engagement and growth.</p> <p>Monitor social media channels, analyze performance metrics, and adjust strategies as needed to optimize results.</p> <p>Plan and execute integrated marketing campaigns across multiple handles</p> <p>Measure campaign performance and ROI, and make data-driven recommendations for future campaigns.</p> <p>Coordinate and manage content creation, including writing, editing, and publishing content across various platforms.</p> <p>Ensure consistency and quality of content, and adhere to brand</p>

	<p>guidelines and messaging.</p> <p>Collaborate with internal teams and external partners to develop content that aligns with organizational objectives.</p>
Experience	<p>Minimum 5 years experience in project management of which two years should be in social media management.</p> <p>Proven track record of coordinating and managing content and strategy, running successful campaigns across multiple platforms.</p> <p>Experience in conceptualizing and implementing innovative campaigns and programs.</p> <p>Experience in working in a similar role in the public sector or with government agencies is desirable.</p>
Skills/Expertise	<p>Excellent communication skill, leadership skills</p> <p>Proficiency in project management tools and social media management platforms.</p> <p>Analytical mindset with the ability to interpret data and make data-driven decisions.</p> <p>Familiarity with policy analysis and advocacy</p>
Remuneration	50,000-70,000 per month
Period & mode of Engagement	1 year on contract basis, extendable based on performance assessment

GENERAL CONDITIONS/ INSTRUCTIONS

- 1) **Application shall be submitted through online mode only.** Applications received through any other means including post, fax or e-mail will not be entertained.
- 2) Incomplete applications will be summarily 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.
- 3) **Candidates should read the instructions carefully** and ensure that they possess the required eligibility, qualification and experience in the relevant domains prescribed in the notification before applying for any post.
- 4) The number of posts shown herein are indicative only and may vary depending on the requirements of the client/ projects. 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.
- 5) **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. Experience certificates furnished shall be issued by reputed

establishments.

6) Qualifications obtained from universities/ institutions recognised by the Govt of India/ Govt of Kerala/ Kerala PSC/ empowered academic bodies only will be considered.

Candidates possessing equivalent / higher qualification are eligible to apply. Such applicant should furnish documentary proof, in case of equivalency.

7) **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 and produce supporting documents to prove their eligibility.

8) Initial verification and short listing of applicants will be based on the details provided in the application and the copies of the documents uploaded.

9) Shortlisted candidates will be called in for attending written test/ skill test/ interview at the centres allotted by C-DIT. **No TA/DA will be provided** to the candidates at any stage of the recruitment process.

10) Mere inclusion of the candidate in the shortlist / provisional list is not a claim for engagement in the project.

11) Original certificates shall be submitted for verification when intimated. If any discrepancy is found in the application and documents, at any stage, the offer letter shall be cancelled and the candidate will be disqualified.

12) Selected candidates may have to produce Police Clearance Certificate (PCC) at the time of joining, if so required in the offer letter.

13) The appointees shall have no claim for regular appointment in any of the C-DIT establishments after the expiry of the period of this contract engagement.

14) Posting can be anywhere in the client offices /project sites situated in the State of Kerala.

15) The terms and conditions and service benefits shall be as per the terms and conditions prescribed by the client department and the selected candidate shall enter into an agreement with C-DIT in the prescribed format.

16) Canvassing in any form will lead to disqualification.

Procedure 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 valid as on the closing date, failing which the application may be treated as incomplete or could be rejected.

- Applicants should complete the online registration first and upload necessary documents. Thereafter, the application shall be finally submitted after verifying the details. Changes if any, can be made only before the final submission.
- Applicants are advised to visit the 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.
- Candidates may choose the centre for written/skill test wherever permitted. However, allocation of the test centre will be made at the sole discretion of C-DIT subject to meeting the minimum required candidates at each centre.
- Candidates will be shortlisted for interview based on the preliminary evaluation of the written/skill test as decided by C-DIT.
- 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.
- All communications with the candidates will be through email only.

The closing date of submission of online application is 21 August -2024, 5.00 PM

(Sd/-) Registrar