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

Notification No.C-DIT/HR1-10 /2024 dated 20.07.2024

Management Trainees 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 Acredited Agency for Government IT intitiaves, 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 to be engaged as Management Trainees with opportunity to work in various divisions/projects in C-DIT

C-DIT/HR1-10/1	Management Trainee (IT Projects)
No. of Positions	2 Nos.
Age Limit	28 years
Educational Qualification	Masters Degree in Business Administration with not less than 60% marks/ equivalent grade in the qualifying examination, from a recognized University/ Institute. (Only full time course will be considered). Candidates with skillsets in IT Systems study /documentation may be preferred.
Stipend	Rs.18,000/- p.m for the first six months and @ Rs.20,000 for the following six months based on assessment.
Job Role	Functions related to System Study, Preparation of Proposals, Preparation of System Requirement Specification document and user manuals for the IT projects undertaken by the division.
Period & Mode of Engagement	Upto one year on training

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 and qualification prescribed in the notification before applying for any position.

4) The number of positions 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 positions or to cancel the selection to any one or more positions at its sole discretion.

5) **Age and qualification possesssed 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.

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 selection process.

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

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

15) The terms and conditions and benefits during the period of training shall be as per the terms and conditions prescribed by C-DIT 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.**

17) Training certificate will be issued only on completing the entire program successfully in six months /one year

Procedure to Apply

1.Online application shall be submitted by visiting the portal **www.careers.cdit.org**.

2.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.

3.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.

4.Applicants are advised to visit the site and note down any change in the schedules/requirements published.

5.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.

6. Shortlisted candidates only will be eligible for the written test/skill test/interview.

7.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.

8.Candidates will be shortlisted for interview based on the preliminary evaluation of the written/skill test as decided by C-DIT.

9.Provisional List of shortlisted candidates will be published in the portal **www.careers.cdit.org.**

10.Final rank list will be published based on detailed evaluation and interview.

11.All communications with the candidates will be through email only.

The closing date of submission of online application is 5 -August -2024, 5.00 PM

(Sd/-) Registrar