

CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

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

Notification No. C-DIT/HR1- 38/2025 dated 23.12.2025

Project Staff 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 Accredited Agency for Government IT initiatives, C-DIT undertakes various projects in IT/ITES, e-Governance, Web, Media Communication, Digitisation and Digital transformation of Government departments and organisations.

C-DIT invites online applications from eligible candidates for the temporary project positions for Media, Communication & Solutions Department of Video Communication Division.

Notification No.	Name of post /position	No. of positions
C-DIT/HR1 – 38 /1/ 2025	Project Organiser	3
C-DIT/HR1 – 38/2/ 2025	Project Coordinator	1
C-DIT/HR1 – 38/3/ 2025	Graphic Designer (Outdoor &Print)	1
C-DIT/HR1 – 38 /4/ 2025	Junior Graphic Designer (Outdoor &Print)	1
C-DIT/HR1 – 38 /5/ 2025	Event Assistant	1
C-DIT/HR1 – 38 /6/ 2025	Media Documenter	1

The details of posts, qualifications and experience, eligibility criteria and the terms and conditions are given below.

C-DIT/HR1- 38/1 /2025	Project Organiser
No. of Positions	3 (Three)
Maximum Age Limit	Not above 35 years on the date of notification
Education Qualification and experience	Degree in any stream with <u>one year</u> experience in Planning, Coordination and Execution of Events, Seminars/workshops, Conferences, exhibitions/Trade shows etc. Or Class 12 in any stream with minimum <u>three years'</u> experience in organizing events, Seminars conferences, exhibitions.
Skill and Expertise	<ul style="list-style-type: none"> Preparing assigned project requirement details and Specifications Preparing details for venue lay out Event coordination Experience in <ul style="list-style-type: none"> Event execution

	<ul style="list-style-type: none"> • Venue management. • Stage arrangements • Coordinating Electrical, infrastructure and AV arrangements • Coordinating Branding arrangements • Ability to interact with diverse stakeholders for integration and aggregation of different components.
Job Responsibilities	<ul style="list-style-type: none"> • Planning and execution of events. • Preparation of vouchers and settlement of payments • Disbursement of payments. • Work strictly as per schedule on 24 x 7 mode as required.
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 25,440 – 31,020 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram with project work in any locations in Kerala or in other states
Mode of Selection	Written Test/Interview or both
C-DIT/HR1- 38/2/2025	Project Coordinator
No. of Positions	1 (One)
Maximum Age Limit	Not above 40 years on the date of notification
Educational Qualification & Experience	Post Graduate Degree in any stream from a reputed institution with <u>two years</u> ’ experience in Planning, Coordination and Execution of Events, Seminars/workshops, Conferences, exhibitions/Trade shows etc.
Skill and Expertise	<ul style="list-style-type: none"> • Preparing Project requirement details and Specifications • Preparing details for venue lay out • Preparing item wise budget • Programme Checklist • Event coordination • Event Execution • Legal Permissions and Approvals <p>Experience in</p> <ul style="list-style-type: none"> • Event planning, • Event scheduling • Venue management and design. • Stage design • Electrical requirements with safety standards • Infrastructure with safety standards • AV finalization • Guest registration & on-site coordination. • Preparation of Post event item wise resource utilization report. <p>The Project coordinator must be able to interact with diverse stakeholders for integration and aggregation of different components.</p>
Responsibilities	<ul style="list-style-type: none"> • Planning and execution of events. • Preparation of vouchers and settlement of payments • Disbursement of payments. • Work strictly as per schedule on 24 x 7 mode as required.
Desirable	Willing to work beyond office hours and holidays

Remuneration	Rs 28,720 - 34,190/- per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram with project work in any locations in Kerala or in other states
Mode of Selection	Written Test/Interview or both
C-DIT/HR1- 38/3 /2025	Graphic Designer (Outdoor &Print)
No. of Positions	1 (One)
Maximum Age Limit	Not above 40 years on the date of notification
Educational Qualification & Experience	Degree with Multimedia / Graphic Designing as one of the subjects and <u>2 years</u> experience in designing OR Any Degree and 1 year Diploma in Multimedia/Graphic Design from a reputed Institution and <u>2 years</u> experience in Designing
Skill and Expertise	<ul style="list-style-type: none"> • Knowledge and expertise in designing outdoor advertisements • Knowledge and expertise in preparing venue lay out as per details • Knowledge and expertise in various Print mediums • Knowledge and expertise in preparing creatives for Social Media • Knowledge and expertise in preparing infographics
Job role and Responsibilities	<ul style="list-style-type: none"> • Preparing designs and creatives for different outdoor advertisement medium viz Billboards, hoardings • Preparing venue lay out as per details and references for events • Prepare designs and creatives for various Print mediums • Prepare Static Posters for Social Media • Prepare infographics • Work strictly as per schedule on 24 x 7 mode as required.
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs. 25,440 to 32,550/- per month (consolidated)
Period & mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram with project work in any locations in Kerala or in other states
Mode of Selection	Skill Test/Interview or both
C-DIT/HR1- 38/4 /2025	Junior Graphic Designer (Outdoor &Print)
No. of Positions	1 (One)
Maximum Age Limit	Not above 40 years on the date of notification
Educational Qualification & Experience	Class 12 with one-year Diploma in Multimedia /Graphic design with <u>two years</u> experience in in Designing of creative for Outdoor campaigns, Print medium and social Media

Skill and Expertise	<ul style="list-style-type: none"> • Knowledge and expertise in designing outdoor advertisements • Knowledge and expertise in preparing venue lay out as per details • Knowledge and expertise in various Print mediums • Knowledge and expertise in preparing creatives for Social Media • Knowledge and expertise in preparing infographics
Job role and Responsibilities	<ul style="list-style-type: none"> • Preparing designs and creatives for different outdoor advertisement medium viz Billboards, hoardings • Preparing venue lay out as per details and references for events • Prepare designs and creatives for various Print mediums • Prepare Static Posters for Social Media • Prepare infographics • Work strictly as per schedule on 24 x 7 mode as required.
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs. 21,630 to 25,750 per month (consolidated)
Period & mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram with project work in any locations in Kerala or in other states
Mode of Selection	Skill Test/Interview or both
C-DIT/HR1- 38/5 /2025	Event Assistant
No. of Positions	1 (one)
Maximum Age Limit	Not above 35 years on the date of notification
Educational Qualification & Experience	Class 12 with good experience as operation support person in event management agencies
Skill and Expertise	<ul style="list-style-type: none"> • Experience in assisting in organization of different components of events/meetings which consists of, planning , scheduling , venue management , infrastructure finalization ,etc • 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.
Job role and Responsibilities	<ul style="list-style-type: none"> • Coordination and financial management of conceding and executing • logistical activities for events • Preparation of draft copy of budget/ request letters / lay out plans • Arranging shooting logistics, human resources and technical requirements. • Disbursement of payments. • Preparation of vouchers and settlement of payments • Work strictly as per schedule on 24 x 7 mode as required.
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 18,730 – Rs 23,410 per month (consolidated)
Period & mode of Engagement	1 year on contract basis, extendable based on performance assessment

Location	Thiruvananthapuram with project work in any locations in Kerala or in other states
Mode of Selection	Written Test/Interview or both
C-DIT/HR1- 38/6 /2025	Media Documenter
No. of Positions	1 (one)
Maximum Age Limit	Not above 35 years on the date of notification
Education Qualification and experience	<ul style="list-style-type: none"> Any Degree with One-year Diploma in Journalism and Mass communication One year of experience in Content Development for reputed newspapers/Journals/TV Channels /websites/social media.
Skill and Expertise	<ul style="list-style-type: none"> Preparation of text contents for preparation of Notices, News Letters, and booklets in a specific topic related with development. Doing preliminary research for content development. Preparing Press releases, Media advisories, Media kits etc Good critical and analytical skills. Hands on experience in archiving different media content from text to video to audio to Web to Social media
Job role and Responsibilities	<ul style="list-style-type: none"> Developing text contents as per requirements through reserach Coordinating multimedia documentations. Editing and finalization of multimedia contents in abridged form Repurposing content as per requirement Archiving documentations with meta data Preparation of notes, vouchers and settlement of payments for the above Work strictly as per schedule on 24 x 7 mode as required.
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 25,440 – Rs 31,020 per month (consolidated)
Period & mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram with project work in any locations in Kerala or in other states
Mode of Selection	Written Test/Interview or both

GENERAL CONDITIONS/INSTRUCTIONS

- Application shall be submitted through online mode only.** Applications received through any other means including post, fax or e-mail will not be entertained.
- 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.
- 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 is 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 upload 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 claims of equivalency. C-DIT reserves the right to determine the eligibility of any professional certificate/diploma other than from the recognised universities / institute.
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. Mode of selection based on the number of applications, C-DIT will decide the selection process which may include skill test/ interview as decided.
9. Initial verification and short listing of applicants will be based on the details provided in the application and the copies of the documents uploaded. Mere possession of the educational qualifications prescribed will not automatically qualify the candidate for selection. Selection will be based on the candidate fulfilling the required professional experience and having proven skills and expertise in the relevant areas. The decision of C-DIT regarding selection at each stage will be final and binding on the candidates.
10. The applications will be shortlisted by a committee constituted by C-DIT, based on the Biodata and details of previous experience provided by the applicant.
11. Shortlisted candidates will be called in for attending written test/ skill test/ interview at the centers allotted by C-DIT. **No TA/DA will be provided** to the candidates at any stage of the recruitment process.
12. Mere inclusion of the candidate in the shortlist / provisional list is not a claim for engagement in the project.
13. 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.
14. Selected candidates may have to produce Police Clearance Certificate (PCC) at the time of joining, if so required in the offer letter.
15. 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.
16. Posting can be anywhere in the client offices/project sites situated in the State of Kerala.
17. The terms and conditions and service benefits 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.
18. Canvassing in any form will lead to disqualification.
19. All matters will be subject to the jurisdiction of the courts in Kerala.

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.
- **Application fees is Rs. 300/- (incl .GST) for each post. SC/ST candidates are exempted from remitting fees, provided that they upload the caste/community certificate issued by the competent authority. Applicants shall remit the fees using the online link provided in the application portal to the C-DIT bank account. Final submission of applications will be enabled only after remittance of fees.**
- Applicants are advised to visit the website 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.** Candidate may ensure that the email ID provided is valid and have regular access to it. Also check for mails in the SPAM folder.
- 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 group discussion / interview based on the preliminary evaluation of the written/skill test /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 to the mail id.**

The closing date of submission of online application is 06.01.2026, 5 PM.

(Sd/-) Registrar

C-DIT