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

Notification No. C-DIT/HR1-13/2025 dated 16.06.2025

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 development, digitisation and Digital transformation of Government departments and organisations.

C-DIT invites online applications from eligible candidates for the temporary project positionsfor Web & Social Media Projects.

Notification No.	Name of post /position	No. of positions
C-DIT/HR1 - 13/1/ 2025	**2D Animator**	1
C-DIT/HR1 - 13/2/ 2025	**Chief Animator**	1
C-DIT/HR1 - 13/3/ 2025	**Content Analyst**	5
C-DIT/HR1 - 13/4/ 2025	**Interactive Media Assistant**	1
C-DIT/HR1 - 13/5/ 2025	**Program Manager (Content Development)**	1
C-DIT/HR1 - 13/6/ 2025	**SEO Specialist**	1

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

Sl. No.	Particulars
C-DIT/HR1-13/ 1/ 2025	**2D Animator**
No. of Positions	1 (One)
Age Limit	Not above 35 years
Educational Qualification and experience	Bachelor of Fine Arts (BFA) from a reputed institution and 1 year experience in 2D Digital Animation. OR Degree in Animation and 2 years experience in creating 2D Digital Animations. OR Any Degree with 2D Animation as one of the subjects and 2 years experience in creating 2D Digital Animations. OR Plus Two in any stream and 1 year diploma in Animation from a reputed institution and 5 years experience in 2D Digital Animation.

Essential	Hands-on experience in Adobe Animate, Photoshop, Premier and other designing/animation software
Skills/Expertise	• Video editing • Outlining • 2D Animation • Photoshop • Layout Optimization • Illustrator • Character Design & Animation • Motion graphics • Multimedia design • Pre-visualization • Drawing • BG Creation
Job Roles & Responsibilities	• Design and animate characters to create engaging and visually appealing content. • Develop motion graphics to enhance multimedia presentations and videos. • Create illustrations to support project narratives and visual storytelling. • Produce multimedia designs for diverse digital platforms and campaigns. • Execute pre-visualization to conceptualize and plan animation sequences. • Perform drawing tasks to develop original artwork and storyboards. • Create background elements to enhance the visual environment of animations. • Handle post-production tasks to finalise and polish animated content.
Remuneration	Rs. 30,000 to Rs.40,000 per month (Consolidated)
Period & mode of Engagement	One year on contract basis, extendable based on requirements and performance
Location	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
C-DIT/HR1-13/ 2/ 2025	**Chief Animator**
No of Position	1(One)
Maximum Age Limit	Not above 55 years
Educational Qualification and experience	Bachelor of Fine Arts (BFA) from a reputed institution and 15 years experience in 2D Digital Animation OR Degree in Animation and 15 years experience in creating 2D/ Digital Animations.
Essential Experience	Hands-on experience in Adobe Animate, Photoshop, Premier and other designing/animation software. Proficiency in Open Source Design software preferable.
Skills/Expertise	• Video editing • Storyboard • 2D Animation • Layout Optimisation • Creative Illustrations • Typography Design

Job Roles & Responsibilities	• Lead the Creative Team, overseeing the production of visuals, videos, and promotional materials for various campaigns. • Collaborate with the Research & Strategy Unit to turn insights into engaging visual content. • Ensure brand consistency across all creative assets and messaging platforms.
Remuneration	Rs. 60,000 - 70,000 per month (Consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
C-DIT/HR1-13/ 3/ 2025	**Content Analyst**
No. of Positions	5 (Five)
Maximum Age Limit	Not above 45 years
Educational Qualification and experience	MCJ with 4 years experience as Content Writer / Content Creator or a similar role in a reputed organization OR Any Post Graduate Degree with One year PG Diploma in Journalism /Mass Communication and 4 years experience as Content Writer / Content Creator or a similar role in a reputed organization. OR Any Post Graduate Degree with 5 years experience as Content Writer / Content Creator or a similar role in a reputed organization OR Any Post Graduate Degree with 5 years experience in content writing for Research projects OR BA (Journalism or Mass Communication) with 7 years experience as Content Writer /Content Creator or a similar role in a reputed organization OR Any Degree with One year PG Diploma in Journalism / Mass Communication from a recognized institute with 7 years experience as Content Writer / Content Creator or a similar role in a reputed organization.
Skills/Expertise required	• Proven expertise in managing web-based projects and social media campaigns for government agencies, including direct involvement in the planning, execution, and monitoring of official websites and digital platforms. • Strong coordination skills with stakeholders across administrative levels backed by sound knowledge of Kerala's governance systems, e-Governance programs, and public service portals. • Exceptional ability to plan, write, proofread, and edit digital content in both English and Malayalam, ensuring clarity, policy compliance, and accessibility for citizens; adept at simplifying policy documents into user-friendly formats.

	• Experienced in structuring and organising content for websites and online platforms, with a basic understanding of SEO techniques to improve content discoverability and engagement. • Well-versed in digital inclusivity standards, including WCAG guidelines, GIGW compliance, data privacy norms, and public content moderation protocols. • Proficient in using digital tools such as MS Office, Google Workspace, basic design and AI tools, with familiarity in web analytics platforms like Google Analytics to support content strategy and performance tracking.
Job Roles & Responsibilities	• Research, conceptualise, and create engaging content for newsletters, blogs, articles, and scripts in Malayalam and English, utilising secondary data. • Edit and proofread content to ensure accuracy, clarity, and alignment with organizational standards. • Develop and optimize content for multiple platforms, including websites, web portals, and social media, adhering to SEO best practices. • Craft scripts for videos and animations, ensuring alignment with campaign objectives and audience engagement goals. • Monitor and analyze social media trends to produce relevant content that enhances audience interaction and presence across platforms.
Remuneration	Rs. 30,000 - 40,000 per month (Consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment.
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
C-DIT/HR1-13/ 4/ 2025	**Interactive Media Assistant**
No of Position	1 (One)
Maximum Age Limit	Not above 35 years
Educational Qualification and experience	Any Degree from a reputed institution with 2 years experience in co-ordination of interactive content development for websites, e-learning platforms and social media. OR Plus Two in any stream with 5 years experience in co-ordination of interactive content development for websites, e-learning platforms and social media.
Skills & Expertise	• Excellent knowledge of social media management tools, video based content development, managing e-learning platforms like MOODLE etc. • Basic understanding of software like Photoshop, illustrator, Adobe Premiere Pro, Adobe AfterEffects, Adobe Animate etc. • Basic understanding of wordpress, drupal and other Content Management Systems, content creation and updating websites etc. • In Social Media Accounts Management, content promotion based on target audience

Job Roles & Responsibilities	• Actively monitor and engage with all forms of Social Media • Source and produce engaging content to ensure the website and social media channels are up to date, relevant and interesting. • Optimise content following search engine optimization (SEO) • Create content that promotes audience interaction, increases audience presence on websites. • Develop training materials and deliver training sessions for software and modules developed by C-DIT.
Remuneration	Rs 26000 - 35,000 (Consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
C-DIT/HR1-13/ 5/ 2025	**Program Manager (Content Development)**
No of Position	1(One)
Maximum Age Limit	Not above 40 years
Educational Qualification and experience	PhD in any discipline from a reputed Institution / University With 3 years experience in online/web based content research and content creation.
Skills/Expertise	Online/web based content research, conceptualization, media project management, creation of content for online platforms, planning and delivering of projects against targets
Job Roles & Responsibilities	• Collaborate with government departments, technical teams, and external stakeholders to ensure project alignment with institutional objectives. • Oversee and monitor project risks, team performance, budget utilization, and resource allocation across all work streams. • Generate and present regular project reports, updates, and documentation for internal review and stakeholder communication. • Conduct research, analyze performance data, and refine outreach methodologies to optimize project impact and visibility. • Undertake web-based content research, conceptualize digital campaigns, and manage media projects from ideation to completion. • Develop and manage content for websites and digital platforms, ensuring clarity, accuracy, accessibility, and audience engagement. • Plan, coordinate, and implement digital projects in line with predefined objectives, timelines, and performance indicators.
Remuneration	Rs. 45,000-55,000 per month (Consolidated)

Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment.
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
C-DIT/HR1-13/ 6/ 2025	**SEO Specialist**
No of Position	1(One)
Maximum Age Limit	Not above 40 years
Educational Qualification and experience	B.Tech in Computer Science with 2 years of experience in SEO, overseeing and managing digital marketing and web optimization.
Skills/Expertise	• Proficiency in SEO tools (Search Console, SEMrush), website optimization, link building, and content creation • Strong knowledge of HTML, CSS, and web technologies • Expertise in SEO Poisoning, WhatsApp API integration, WhatsApp marketing, Knowledge Graph, Snippets, and Structured Data Markup • Excellent presentation, communication, and interpersonal skills for cross-departmental collaboration • Strong project management, critical thinking, multitasking, organisational, and problem-solving skills • Ability to mentor teams, track KPIs, and explain technical concepts to non-technical stakeholders
Job Roles & Responsibilities	• Develop SEO and social media strategies to enhance organic rankings, traffic, and engagement. • Conduct website audits, keyword research, and competitor analysis to optimize meta-tags, headers, and on-page content and implement link-building strategies to increase domain authority. • Manage websites and social media campaigns using analytics tools (Google Analytics, SEMrush) to monitor performance. • Analyse metrics (traffic, rankings, conversions) and devise improvement plans. • Collaborate with marketing, social media, and other teams to integrate SEO and digital practices. • Work with developers to optimise technical SEO (site speed, schema markup). • Prepare monthly SEO and social media performance reports and manage relationships with external agencies to support digital initiatives. • Deliver presentations to stakeholders on strategies and outcomes.
Remuneration	Rs. 40,000 - 50,000 per month (Consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both

GENERALCONDITIONS/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 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   30.06.2025, 5 PM.

(Sd/-) Director