



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)
Chithranjali Hills, Thiruvallam P.O., Thiruvananthapuram - 695 027
Phone: 0471-2380910,2380912, 2380895

Notification No.C-DIT/HR1-17/2024 dated 04.09.2024

Empanelment of Scanning Assistants (Districts)

C-DIT is an autonomous society 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, Web & Social Media, Media Communication & Campaigns, e-Governance Support, Education & Training, Security document production, Digitisation and Digital Transformation of Government departments as well as other institutions. C-DIT invites applications from eligible candidates for District wise empanelment as Scanning Assistants to work on piece-rate basis for short term engagement in various Digitisation projects

Name of Post	Scanning Assistant
No of positions	Anticipated vacancies
Educational Qualification	1) Pass in SSLC 2) Proficiency in Computer
Experience/ Others	Preference will be given to those candidates having work experience in the domain and to those willing to work in either of the shifts (Day/Night)
Remuneration	To be paid on piece rate basis for the work completed
Duration	Short term engagement as and when required in projects
Districts for Empanelled	Kannur, Kozhikkod, Wayanad, Malappuram, Thrissur, Palakkad.

General Conditions/ Instructions

1. 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.
2. Candidates should read the instructions thoroughly and ensure that they possess the required eligibility conditions, qualification and experience prescribed in the notification before applying for any post.
3. The 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. Any relaxation will not be considered in this regard.
4. 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 as and when called for. If any discrepancy is found in the application and documents, the candidate will be disqualified from further processing

5. Inclusion of the candidate in the empanelled list shall not be considered as a claim for engagement in the project. Further, the empanelled candidates shall have no claim for regular appointment in any of the C-DIT establishments.

6. No TA/DA will be provided to the candidates at any stage of the empanelment process.

7. C-DIT do not have any recruitment agents. Canvassing in any form will lead to disqualification.

Selection Method:

(i) Total marks obtained in the SSLC/X examination will be considered for the initial ranking. (ii) A weightage of 10 marks will be added to that for the candidates who have passed Higher Secondary examination/XII or having any government recognised certificate/diploma in computer/IT courses (iii) A further weightage of 10 marks will be awarded for the candidates who have passed Degree or 3-year Diploma examinations. (iv) Finally, 10 marks will be awarded for any related work experience in scanning & digitisation domain. The final empanelment list will be prepared in the order of the merit after adding all the above marks / interview marks as applicable.

How to Apply

- Online application shall be submitted by visiting the portal www.careers.cdit.org. Applications forwarded through any other means including post, fax or e-mail will not be entertained.
- Applicants should complete the online registration first and upload necessary documents. Then the application shall be finally submitted after verifying the details. Changes can be made only till the final submission.
- All the applicants shall mandatory upload scanned copy of the SSLC certificate and Mark sheet. Also the XII/ Degree/ Diploma/ Certificates wherever available. They are expected to upload the scanned copy of the supporting documents, failing which the application may be treated as incomplete and hence could be rejected. Documentary proof shall be furnished in case equivalent courses.
- Applicants are advised to visit the website and note down any change in the schedules/requirements published. District wise list of empanelled Scanning Assistants will be published in the C-DIT website after evaluation of certificate/test/interview.

The closing date of submission of online application is 18-09-2024 5pm

Sd/-
Registrar

