

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

Notification No.C-DIT/HR1-18/2024 dated 19.12.2024

**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 engaging on contract basis in the following temporary project positions, with monthly consolidated remuneration in the given range depending on the qualification and experience of the selected candidates.

Sl No.	Position/Post	No .of positions	Pay Range (Rs) (Consolidated p.m)
C-DIT/HR1-18 /1	Content Developer (English )	4	27400 - 30000
C-DIT/HR1-18 /2	Content Developer (Malayalam)	2	27400 -30000
C-DIT/HR1-18 /3	Content Developer (Data Portal)	1	27400 - 30000
C-DIT/HR1-18 /4	Asst Video Editor cum Graphics Artist	2	24300 - 29000
C-DIT/HR1-18 /5	Creative Designer	1	24300 - 29000
C-DIT/HR1-18 /6	Graphic Designer	3	24300 - 29000
C-DIT/HR1-18 /7	Digital Content Assistant	1	19700 - 24520
C-DIT/HR1-18 /8	Project Assistant	2	19700 - 24520
C-DIT/HR1-18 /9	Lighting Technician cum Console Operator	1	19700 - 24520
C-DIT/HR1-18 /10	Camera Cum Light Assistant	3	18300 -22290
C-DIT/HR1-18 /11	Driver (Video Production Logistics Support)	1	18100-22100

In addition, application for engagement as Content Developer Trainees (3 nos) are also invited as follows:

C-DIT/HR1-18 /12	Content Developer Trainee	3	Stipend Rs 21,000 p.m
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The details of posts, qualifications and experience, eligibility criteria and the terms and

conditions are given below;\_The remuneration will be decided in the given range based on the qualification and experience of each candidate.

Sl. No.	Particulars
<b>C-DIT/HR1-18 /1</b>	<b>Content Developer (English )</b>
No. of Positions	4 (Four)
Age Limit	Above 23 years and not more than 40 years
Educational Qualification & Experience	<p>1) PG Degree in Mass Communication and Journalism + One year experience in Content Development for reputed Newspapers/Journals/TV Channels /websites/social media</p> <p style="text-align: center;">OR</p> <p>PG Degree in any subject with One year Diploma in Journalism and Mass Communication + one year experience in Content Development for reputed Newspapers/Journals/TV Channels /websites/social media</p> <p style="text-align: center;">OR</p> <p>Degree in Mass Communication &amp; Journalism (MCJ) + Two years of experience in Content Development for reputed Newspapers / Journals / TV Channels /websites/social media.</p> <p style="text-align: center;">OR</p> <p>Any Degree with One year Diploma in Journalism and Mass communication + two years experience in content development for reputed Newspapers / Journals / TV Channels /websites/social media</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree with two years of experience as a Content Writer / Content Creator or a similar role in a reputed organization</p> <p style="text-align: center;">OR</p> <p>Post Graduate Degree with two years of experience in Research projects</p>
Expertise/ Skills required	<p>Editing and creating fresh content from secondary data , proof reading, research and conceptualization, creation of contents for newsletters, blogs, articles etc. in English</p> <p>Good understanding of various Social Media platforms.</p> <p>Good understanding of Social Media content, Blogs, advertising and marketing materials etc.</p> <p>Preparation of scripts for video, animations etc.</p> <p>Doing preliminary research for content development.</p> <p>Preparing Press releases, Media advisories, Media kits etc</p> <p>Good critical and analytical skills.</p> <p>Hand on experience in different mediums from text to video to audio to Web to Social media.</p>
Nature of work	360° media planning and execution for the targeted area of communication
Remuneration	Rs. 27400-30000 per month
Desirable	<p>Ability to work beyond office hours and on holidays</p> <p>Hands on experience in audio software's , audio recording and mixing</p>
Period & mode of	1 year on contract basis, extendable based on performance assessment

Engagement	
<b>C-DIT/HR1-18 /2</b>	<b>Content Developer (Malayalam)</b>
No. of Positions	2 (Two)
Age Limit	Above 23 years and not more than 40 years
Educational Qualification & Experience	<p>1) PG Degree in Mass Communication and Journalism + One year experience in Content Development for reputed Newspapers/Journals/TV Channels /websites/social media</p> <p>OR</p> <p>PG Degree in any subject with One year Diploma in Journalism and Mass Communication + one year experience in Content Development for reputed Newspapers/Journals/TV Channels /websites/social media</p> <p>OR</p> <p>Degree in Mass Communication &amp; Journalism (MCJ) + Two years of experience in Content Development for reputed Newspapers / Journals / TV Channels /websites/social media.</p> <p>OR</p> <p>Any Degree with One year Diploma in Journalism and Mass communication + two years experience in content development for reputed Newspapers / Journals / TV Channels /websites/social media</p> <p>OR</p> <p>Post Graduate Degree with two years of experience as a Content Writer / Content Creator or a similar role in a reputed organization</p> <p>OR</p> <p>Post Graduate Degree with two years of experience in Research projects</p>
Expertise/ Skills required	<p>Editing and creating fresh content from secondary data , proof reading, research and conceptualization, creation of contents for newsletters, blogs, articles etc. in English</p> <p>Good understanding of various Social Media platforms.</p> <p>Good understanding of Social Media content, Blogs, advertising and marketing materials etc.</p> <p>Preparation of scripts for video, animations etc.</p> <p>Doing preliminary research for content development.</p> <p>Preparing Press releases, Media advisories, Media kits etc</p> <p>Good critical and analytical skills.</p> <p>Hand on experience in different mediums from text to video to audio to Web to Social media.</p>
Nature of work	360° media planning and execution for the targeted area of communication
Remuneration	Rs. 27400-30000 per month
Desirable	<p>Ability to work beyond office hours and on holidays</p> <p>Hands on experience in audio software's , audio recording and mixing</p>
Period & mode of Engagement	1 year on contract basis, extendable based on performance assessment
<b>C-DIT/HR1-18 /3</b>	<b>Content Developer (Data Portal)</b>
No. of Positions	1 (One)
Maximum Age Limit	Above 23 years and not more than 40 years

Educational Qualification and experience	<p>1. PG in Statistics/Mathematics/Economics having 1 year post qualification experience in any research project.</p> <p>2. Must have good writing skills in both English and Malayalam Language</p>
Skills/Expertise required	Editing and creating fresh contents from secondary data , proof reading, research and conceptualization and data visualization
Remuneration	Rs. 27,400 to 30,000 per month
Period & Mode of Engagement	Initially one year on contract basis, extendable based on performance assessment.
<b>C-DIT/HR1- 18/4</b>	<b>Asst Video Editor cum Graphics Artist</b>
No. of Positions	2 (Two)
Age Limit	Above 21 years and not more than 40 years
Educational Qualification and experience	<p>1) Any Degree with Diploma in Video editing /graphics / animation/multimedia + One years of experience in video editing/animation/ graphics/multimedia from a reputed organization /institute/studio</p> <p style="text-align: center;">OR</p> <p>Any Degree with Certificate in Video editing/Graphics/animation +Two years of experience in video editing / animation graphics/multimedia from a reputed organization <i>institute or studio.</i></p> <p style="text-align: center;">OR</p> <p>Class 12 with Diploma in Video editing /Graphics/animation/animation with 3 years' experience in video editing/animation/graphics from a reputed organization /institute or studio</p> <p style="text-align: center;">OR</p> <p>Class 10 with Certificate in Video editing/ Graphics/ animation/ multimedia with 5 years' experience in video editing /animation / graphics/multimedia n in a reputed organization /institute or studio</p>
Expertise / Skills required	<p>Hands-on experience with video editing software's – Premiere Pro &amp; Final Cut Pro X</p> <p>Hands-on experience with animation software's – Adobe Animate ,Krita , Canva</p> <p>Hands-on experience with graphics software's – Adobe Phooshop ,GIMP , CorelDRAW</p> <p>Knowledge of After Effects and similar software</p> <p>Experience in multi camera online video editing</p> <p>Ability to work within a timeline</p> <p>Good Creative and artistic skills.</p> <p>Familiarity with motion graphics, composition and special effects.</p>
Nature of work	<p>Technical and creative lead in supporting video producer in post shooting process.</p> <p>Creation of graphics, animation as per requirements</p> <p>Video editing as per the script in consultation with video producer</p> <p>Adhering to standards in the entire life cycle of the project.</p>
Remuneration	Rs. 24300-29000 per month ( consolidated)

Desirable	Ability to work beyond office hours and on holidays Hand on experience in audio software's , audio recording and mixing
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
<b>C-DIT/HR1-18 /5</b>	<b>Creative Designer</b>
No. of Position	1 (One)
Maximum Age Limit	Above 23 years and not more than 40 years
Educational Qualification & Experience	1) Bachelor of Fine Arts (BFA) from a reputed institution and 2 years experience in graphic design with professional drawing skills and very good visualization skills  OR  Degree in Animation/Graphic Design/Multimedia with 3 years experience in Designing with professional drawing skills and very good visualization skills
Skills / Expertise	Knowledge in tools like Adobe Photoshop, Adobe Illustrator, Adobe Animate, Adobe Premiere  Experience in Poster Designing, drawing, Logo Designing, Image editing, Typography, video editing, Motion Graphics
Remuneration	Rs. 24300-29000
Period & mode of Engagement	One year on contract basis, extendable based on performance assessment.
<b>C-DIT/HR1-18 /6</b>	<b>Graphic Designer</b>
No. of Positions	3 (Three)
Maximum Age Limit	Above 21 years and not more than 40 years
Educational Qualification & Experience	1) Degree with Multimedia / Graphic Designing as one of the subjects and 2 years experience in designing  OR  Any Degree and 1 year Diploma in Multimedia/Graphic Design from a reputed Institution and 2 years experience in Designing
Skills / Expertise	Knowledge in tools like Adobe Photoshop, Adobe Illustrator, Adobe Indesign  Experience in Poster Designing, Page layout, Icon Designing, Image editing
Remuneration	Rs. 24300-29000 per month
Period & mode of Engagement	Initially one year on contract basis, extendable based on performance assessment.
<b>C-DIT/HR1- 18/7</b>	<b>Digital Content Assistant</b>
No. of Positions	1 (One)
Maximum Age Limit	Above 21 years and not more than 40 years
Educational Qualification and experience	1) Post Graduate degree in any subject with one year relevant experience  OR  Any Degree with 3 year relevant experience.

	OR Class 12 and having 6 year relevant experience.
Expertise	Basic understanding of software's like Photoshop, Illustrator, Adobe Premiere Pro, Adobe After Effects, Adobe Animate etc. Designing and implementation of strategy for Social media Co-ordination of interactive content development and delivery of multimedia contents for media. Hands on experience in Digital Marketing. Good understanding of all major social media platforms. Work with Digital Marketing to create marketing requirements for campaigns Create , upload and promote videos on various media platforms
Job Role	Assisting in digital content management of Lottery draw live telecast project
Remuneration	Rs. 19700-24520 per month ( consolidated)
Desirable	Ability to work beyond office hours and holidays
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
<b>C-DIT/HR1- 18/8</b>	<b>Project Assistant</b>
No. of Positions	2 (Two)
Maximum Age Limit	30 years
Educational Qualification and experience	Any Degree with one year experience in the area of planning and execution of events  OR Class 12 pass with one year certificate/ Diploma in trades /fields of Architecture Draughtman / Electrician/Welder/ Civil Engineering/ Draughtman(Civil)/ Logistics Assistant/Woodwork Technician; and 2 years of relevant work experience.
Expertise	Experience in organizing 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  Ability to prepare request <i>letters</i> /Lay out plan for events
Job Role	Coordination and financial management of conceding and executing logistical activities for events Preparation of draft copy of budget. Arranging shooting logistics, human resources and technical requirements. Disbursement of payments. Preparation of vouchers and settlement of payments.
Remuneration	Rs. 19700-24520 per month ( consolidated)
Desirable	Ability to work beyond office hours and holidays

Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
<b>C-DIT/HR1- 18/9</b>	<b>Lighting Technician cum Console Operator</b>
No. of Positions	1 (One)
Maximum Age Limit	Above 21 years and not more than 40 years.
Educational Qualification and experience	<p>1) Degree with Diploma in lighting with one year experience in studio lighting, film &amp; Video production support</p> <p style="text-align: center;">OR</p> <p>Degree with two years experience in studio lighting and film video production support .</p> <p style="text-align: center;">OR</p> <p>Class 12 with Diploma in lighting with four years' experience in studio lighting and film and Video production.</p> <p style="text-align: center;">OR</p> <p>Class 12 with five years' experience in studio lighting and film &amp;TV production.</p> <p style="text-align: center;">OR</p> <p>SSLC+ seven years Experience in Handling various light equipment, Cameras, Console operations etc</p>
Expertise	<p>Proficiency in different types of lights.</p> <p>Knowledge of various types of lights, diffusers, and gels.</p> <p>Practical experience in setting up lighting for various video production scenarios, including indoor and outdoor shoots.</p> <p>Physically fit and able to perform these tasks safely and Good communication skill.</p>
Job Role	Setting up and Maintaining lighting equipment: Assisting with lighting design with the cinematographer / work closely with the director, cinematographer, and other members of the production team to ensure that the lighting is consistent with the overall creative vision of the project, need to operate lighting control systems to adjust lighting during filming or live events / and the Lighting assistant cum console operator need to be able to troubleshoot any lighting issues that arise during filming or live events
Remuneration	Rs. 19700-24520 per month ( consolidated)
Desirable	Ability to work beyond office hours and holidays
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
<b>C-DIT/HR1-18/10</b>	<b>Camera Cum Light Assistant</b>
No. of Positions	3 (Three)
Maximum Age Limit	Above 21 years and not more than 50 years
Educational Qualification and Experience	1) Plus Two with Certificate in Videography with one year of experience in Videography with reputed studios/institutions as Camera Assistant/ apprenticeship or trainee
Desirable	Shall be willing to work beyond office hours and on holidays
Remuneration	Rs.18300 to 22290 per month ( consolidated)
<b>C-DIT/HR1- 18/11</b>	<b>Driver (Video Production Logistics Support)</b>
No. of Positions	1 (One)

Maximum Age Limit	Above 21 years and not more than 50 years
Educational Qualification and experience	1) SSLC with a valid Driver's license (Heavy) and have a clean driving record. 2) A minimum 5 years experience in supporting Video production crew. 3) Experience in driving large vehicles and/or experience in the film or television industry are preferred.
Desirable Expertise	Must be physically fit and able to lift and carry heavy production equipment . Will work closely with the production team to ensure all transportation needs are met in a timely and efficient manner.
Job Role	Safe transporting of video production crew personnel and equipment to and from video production shoots. Must be conversant with the video production parlance and equipment to communicate effectively with the production team, talent, and other crew members.
Remuneration	Rs. 18100-22100 per month ( consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment

<b>C-DIT/HR1-18 /12</b>	<b>Content Developer (Trainees)</b>
No. of Positions	3 (Three)
Maximum Age Limit	Above 22 years and not more than 28 years
Educational Qualification and experience	Post Graduate Degree in any discipline. Flair for writing articles/ content in English and / or Malayalam
Stipend	Rs. 21,000 per month
Period	One year only.

### 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/ training

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 that approved in 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.**

### **Procedure to Apply**

- Online application shall be submitted by visiting the portal [www.careers.cdit.org](http://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 3<sup>rd</sup> January -2025, 5.00 PM**

**(Sd/-) Registrar**