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

Notification No.C-DIT/HR1-19/2024 dated 26.11.2024

Application invited for Program Director – Special Strategy & Communication Team

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 initiatives, C-DIT undertakes various projects in IT/ITES, Media Communication, e-Governance, Web and Software Development, Digitisation and Digital Transformation Production of Hologram security documents of Government Departments and institutions.

C-DIT was assigned the task of forming a Special Strategy & Communication Team (SSCT) on behalf of the information and public Relations Department, Government of Kerala, as part of the Ente Keralm Project for undertaking promotional activities on the Government's developmental and welfare programmes and on the infrastructure projects of the KIIFB, Rebuild Kerala Initiative etc and outreach on other government programmes and policies.

C-DIT invites online applications from eligible candidates for filling the following temporary project position, with consolidated remuneration as per the terms and conditions specified.

Sl. No.	Particulars
C-DIT/HR1-19 /1	**Program Director – Special Strategy and Communication Team (SSCT)**
No. of Positions	1
Age Limit	Not less than 27 years and not more than 36 years.
Educational Qualification	Postgraduate degree in Social Sciences, Management, Public Policy, or a related field from a university/institution recognized by the State/ Central Govt.
Experience	I) A minimum of 5 years of experience in project management, governance projects, or related roles. II) Strong leadership and communication skills. III) Proven expertise in managing initiatives focused on governance or policy implementation. IV) Prior experience in communication, public relations, or strategic campaigns is highly desirable. Hand on experience in different mediums from text to video to audio to Web to Social media.

Key Responsibilities	I) Lead the SSCT in developing and implementing communication strategies that align with the overall objectives. II) Oversee project timelines, resources, and workflow, ensuring alignment with GoK guidelines. III) Facilitate coordination with government departments, the Core Coordination Committee and other stakeholders. IV) Monitor team performance against Key Performance Indicators (KPIs), preparing reports.
Remuneration	Rs. 1,50,000-2,00,000 /month (to be fixed based on the qualification and experience of the selected candidate).
Period & mode of Engagement	Initially one year on contract basis, extendable based on performance assessment
Location / Posting	Thiruvananthapuram- shall be willing to work from anywhere in Kerala
Mode of Selection	Based on the number of applications, C-DIT/PRD will decide the selection process, which may include Interview (multiple levels) and/or Written Test / Group Discussion as decided
Closing date for applications	Rs. 12.12.2024, 5 pm

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 possesssed 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.

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 <u>age relaxation in the application and upload and produce supporting documents to prove their eligibility.</u>

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. 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.

9)The applications will be shortlisted by a committee constituted by C-DIT, based on the Biodate and details of previous experience provided by the applicant.

10. Shortlisted candidates will be called in for attending written test/ Group discussion/ interview at the centres allotted by C-DIT. **No TA/DA will be provided** to the candidates at any stage of the recruitment process.

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

12) 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.

13) Selected candidates may have to produce Police Clearance Certificate (PCC) at the time of joining, if so required in the offer letter.

14) 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.

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

16) 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.

17) Canvassing in any form will lead to disqualification.

18) 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.

- 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 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 12 December -2024, 5.00 PM

(Sd/-) Registrar