

## **CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

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

### **Notification No. C-DIT/HR1-11/2025 dated 09.05.2025**

#### **Applications invited for Communication Professionals for 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 Accredited Agency for Government IT initiatives, C-DIT undertakes various projects in IT/ITES, Media Communication, e-Governance, Web and Software Development, Digitization and Digital Transformation, Production of Hologram/security documents for the Government Departments and institutions.

C-DIT has been assigned the task of forming a **Special Strategy & Communication Team** (SSCT) on behalf of the information and Information & Public Relations Department, Government of Kerala, as part of the “Ente Keralam” 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, in the 'Ente Keralam' project with consolidated remuneration as per the terms and conditions specified.

Notification No.	Name of post /position	No. of positions	Pay Range
<b>C-DIT/HR1 - 11/1/ 2025</b>	<b>Strategy Analyst</b>	2	Rs. 50,000 - Rs. 60,000
<b>C-DIT/HR1 - 11/2/ 2025</b>	<b>Strategy Specialist</b>	2	Rs. 60,000 - Rs. 75,000
<b>C-DIT/HR1 - 11/3/ 2025</b>	<b>Videographer (Production Specialist)</b>	2	Rs. 35,000 - Rs 70,000
<b>C-DIT/HR1 - 11/4/ 2025</b>	<b>Video Editor</b>	1	Rs. 40,000 - Rs. 75,000

The details of post, 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/HR1-11/1/ 2025</b>	<b>Strategy Analyst</b>
No. of Positions	2 (Two)
Age Limit	21 years and not above 40 years
Educational Qualification	Any Bachelor's degree from a recognised university

Experience	1-2 years of experience in public campaign design and operations, data analysis, and grassroots outreach. Proficiency in strategic implementation, stakeholder engagement and coordination, and marketing strategies
Skills/Expertise	<ul style="list-style-type: none"> <li>• Analytical skills for interpreting campaign trends and data</li> <li>• Strategic thinking to support client-focused initiatives</li> <li>• Outreach and coordination with stakeholders</li> <li>• Marketing and branding for campaign publicity</li> <li>• Data management and volunteer monitoring</li> <li>• Communication and organizational skills for collaborating with teams and stakeholders</li> <li>• Project coordination for large-scale initiatives</li> <li>• Creative problem-solving and familiarity with digital tools/marketing</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Assist in designing and executing campaign strategies to enhance outreach and impact</li> <li>• Support team efforts in research, logistics, and data analysis to improve campaign efficiency</li> <li>• Contribute to performance monitoring and optimization using data insights</li> <li>• Collaborate with team members and stakeholders to coordinate operational success and engagement</li> <li>• Help develop marketing strategies, outreach materials, reports, and proposals to support campaign goals</li> <li>• Assist in monitoring volunteer performance and ensuring effective delivery of public service initiatives</li> </ul>
Remuneration	Rs. 50,000 to Rs. 60,000 per month, based on experience and performance
Period & mode of Engagement	One year on contract basis, extendable based on requirements and performance
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
<b>C-DIT/HR1-11/2/ 2025</b>	<b>Strategy Specialist</b>
No. of Positions	2 (Two)
Age Limit	23 years and not above 40 years
Educational Qualification	Master's degree in any discipline from a recognised university.
Experience	1–2 years of experience in public engagement, campaign strategy, data-driven outreach, and stakeholder coordination. Proven proficiency in strategic planning, stakeholder engagement, data analysis, and leading impactful campaigns. Strong analytical thinking, leadership, and the ability to contribute to large-scale initiatives are essential.

Skills/Expertise	<ul style="list-style-type: none"> <li>• Strong analytical skills to assess engagement trends and campaign performance.</li> <li>• Strategic thinking to enhance public outreach initiatives.</li> <li>• Stakeholder coordination and relationship management.</li> <li>• Expertise in public relations, marketing, and branding for effective communication.</li> <li>• Data management for tracking volunteer networks and outreach impact.</li> <li>• Excellent communication and organisational skills for cross-functional collaboration.</li> <li>• Project coordination experience for executing large-scale initiatives.</li> <li>• Creative problem-solving and familiarity with digital tools, social media, and campaign technology.</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Develop and implement public engagement strategies to enhance participation and impact.</li> <li>• Conduct research, analyse data, and refine campaign outreach methodologies.</li> <li>• Support performance monitoring and optimise engagement efforts using data-driven insights.</li> <li>• Coordinate with internal teams and external stakeholders to ensure seamless execution.</li> <li>• Create and manage marketing strategies, outreach materials, reports, and proposals.</li> <li>• Oversee volunteer engagement and ensure efficient delivery of community initiatives.</li> </ul>
Remuneration	Rs. 60,000 to Rs. 75,000 per month, based on experience and performance
Period & mode of Engagement	One year on contract basis, extendable based on requirements and performance
Location/Posting	Thiruvananthapuram or any location assigned within Kerala
<b>C-DIT/HR1-11/3/ 2025</b>	<b>Videographer (Production Specialist)</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<p><b>Mandatory:</b> Any Degree with qualification in Videography (Diploma/ certificate issued by a reputed institution) or 12<sup>th</sup> Class and Diploma in cinematography/ videography from a recognised film video/design institute</p> <p><b>Desirable:</b> <i>Masters Degree from a recognized institute/ University in any disciplines.</i></p>

Experience	Minimum of Two years' experience as camera person/videographer with a portfolio of minimum of 10 video productions for documentaries/short videos/ docu fictions etc.
Skills/ Expertise	<ul style="list-style-type: none"> <li>• Should be proficient in handling the latest cameras and also should know about the accessories.</li> <li>• Proven experience as a camera person and operating relevant equipment (Broadcast Cameras, DSLR, Gimbals etc.)</li> <li>• Excellent theoretical and practical knowledge of videography and capturing footage. (Familiarity in photography/videography using droner is desirable).</li> <li>• Ability to understand and follow camera scripts.</li> <li>• Able to work in flexible time schedule</li> <li>• Strong knowledge of camera and related equipment.</li> <li>• Should be capable of creating a frame in live time in quick response to direction or</li> <li>• Good sense of light manipulation</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Record video footage of government projects and citizen engagement activities.</li> <li>• Work with Video Editors and Content Creators/Directors to ensure cohesive visual storytelling.</li> </ul>
Remuneration	Rs. 35,000 to 70,000 per month depending upon the qualification and experience
Period & mode of Engagement	One year on contract basis, extendable based on requirements and performance
Location / Posting	Thiruvananthapuram or any location assigned within Kerala
<b>C-DIT/HR1-11/4/ 2025</b>	<b>Video Editor</b>
No. of Positions	1* (One )
Upper Age Limit	50 years.
Educational Qualification	<p><b>Mandatory:</b> Any Degree with Diploma in Video editing from a reputed institution or 12<sup>th</sup> Class and Diploma in Editing from a recognized film/video /design institute.</p> <p><b>Desirable:</b> Masters Degree from a recognized institute/ University in any discipline.</p>
Experience	Minimum of three years of experience in video editing in a reputed organization /institute / studio and working as Video editor with a good portfolio with minimum 10 short videos/documentaries/online productions etc
Skills/ Expertise	<ul style="list-style-type: none"> <li>• Hands-on experience with editing software's – Premiere Pro &amp; Final Cut Pro X</li> <li>• Knowledge of Photoshop, After Effects and similar software</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in multi-camera online video editing</li> <li>• Ability to work within a timeframe</li> <li>• Good Creative and artistic skills.</li> <li>• Familiarity with motion graphics, composition and special effects.</li> </ul> <p>(Portfolio of completed productions should be produced if selected for interview).</p>
Key Responsibilities	<ul style="list-style-type: none"> <li>• Edit and produce high-quality video content for various outreach campaigns.</li> <li>• Collaborate with the Creative Team to ensure that video content aligns with project objectives.</li> <li>• Research of topics</li> <li>• Preparation of audio- visual script.</li> <li>• Identification of shooting requirements</li> <li>• Technical and creative lead in shooting and post shooting activities.</li> <li>• Interact with different stakeholders in preparation of respective projects.</li> <li>• Functions as lead in the entire life cycle in the production of video</li> <li>• Preparation of synopsis and treatment of the video.</li> </ul>
Remuneration	Rs. 40,000 to 75,000 per month depending upon the qualification and experience.
Period & mode of Engagement	One year on contract basis, extendable based on requirements and performance
Location / Posting	Thiruvananthapuram or any location assigned within Kerala

*\* No. of vacancies of Video Editor may vary according to the requirements of the SS & CT project.*

### **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 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](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.

- **Application fees is Rs. 500/- (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](http://www.cdit.org) and [www.careers.cdit.org](http://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](http://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 23.05.2025, 5 PM.**

**(Sd/-) Registrar**