

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

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

### **Notification No. C-DIT/HR1-30/2025 dated 27.09.2025**

#### **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, Media Communication, Digitisation and Digital transformation of Government departments and organisations.

C-DIT invites online applications from eligible candidates for the temporary project positions for Video Communication Division.

Notification No.	Name of post /position	No. of positions
C-DIT/HR1 - 30/1/ 2025	Associate Camera Person	1
C-DIT/HR1 - 30/2/ 2025	Assistant Camera Person	2
C-DIT/HR1 - 30/3/ 2025	Camera Assistant	4
C-DIT/HR1 - 30/4/ 2025	Light Assistant	2
C-DIT/HR1 - 30/5/ 2025	Assistant Video Editor cum Graphic Artist	3
C-DIT/HR1 - 30/6/ 2025	Production Organiser	1
C-DIT/HR1- 30/7/ 2025	Video Creator (Trainee)	4

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

<b>C-DIT/HR1-30/1/2025</b>	<b>Associate Camera Person</b>
No. of Positions	1 (One)
Maximum Age Limit	Not above 40 years
Educational Qualification & Experience	<p>Degree with Diploma in Videography with two years of experience as camera person with minimum of 10 video productions as Director of videography for documentaries / short videos / docu fictions etc.</p> <p>Or</p> <p>Degree with Certificate in Videography with three years' experience as camera person with minimum of 12 video productions as Director of videography for documentaries / short videos / docu fictions etc.</p>

	<p>Or</p> <p>Class 12 with Diploma in Videography with five years of experience as camera person with minimum of 15 video productions as Director of videography for documentaries / short videos / docu fictions etc.</p> <p>Or</p> <p>Class 12 with Certificate in Videography and seven years of experience as camera person with minimum of 20 video productions as Director of Videography for documentaries / short videos / docu fictions etc (Diploma certificate issued by a reputed institution)</p>
Skills required	<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.</li> <li>• Ability to understand and follow camera scripts.</li> <li>• Able to work in flexible timings schedule Strong knowledge of camera and equipment, should be very quick towards creating a frame in live time, quick response to direction.</li> <li>• Good sense of light manipulation.</li> </ul>
Job Role	<ul style="list-style-type: none"> <li>• Assisting the Director of Photography in framing shots, ensuring composition, and achieving the desired visual aesthetics.</li> <li>• Assisting with camera operations and managing camera data.</li> <li>• Assigning roles and responsibilities to camera assistants or trainees.</li> <li>• Supervising camera assistants during shoots to ensure efficiency and effectiveness.</li> <li>• Coordinating with the Director of Photography and Camera Operator to ensure seamless collaboration within the camera team.</li> <li>• Managing camera equipment stock: Keeping track of all camera gear, lenses, filters, and accessories owned or rented by the production.</li> <li>• Coordinating with the Camera Department Head to track inventory, place equipment orders, and handle returns or replacements as needed.</li> <li>• Performing routine checks on cameras and accessories to identify technical issues and arrange for repairs or maintenance when necessary.</li> </ul>
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 31,750 – 37,800 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance Assessment
Location	Thiruvananthapuram or Any location assigned within Kerala
Mode of Selection	Written Test/Interview or both

<b>C-DIT/HR1-30/2/2025</b>	<b>Assistant Camera Person</b>
No. of Positions	2 (Two)
Maximum Age Limit	Not above 40 years
Educational Qualification & Experience	<p>Degree with Diploma in Videography with one year of experience as camera person in minimum of 10 video productions namely for documentaries / short videos / docu fictions etc.</p> <p>Or</p> <p>Degree with Certificate in Videography with two years' experience as camera person with minimum of 12 video productions namely for documentaries / short videos / docu fictions etc.</p> <p>Or</p> <p>Class 12 with Diploma in Videography with four years of experience as camera person with minimum of 15 video productions namelyfor documentaries / short videos / docu fictions etc. (Diploma certificate issued by a reputed institution)</p> <p>Or</p> <p>Class 12 with Certificate in Videography and six years of experience as camera person with minimum of 20 video productions namelyfor documentaries / short videos / docu fictions etc. (Certificate issued by a reputed institution)</p>
Skills required	<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.</li> <li>• Ability to understand and follow camera scripts.</li> <li>• Able to work in flexible timings schedule Strong knowledge of camera and equipment, should be very quick towards creating a frame in live time, quick response to direction.</li> <li>• Good sense of light manipulation.</li> </ul>
Job Role	<ul style="list-style-type: none"> <li>• Assisting the Director of Photography in framing shots, ensuring composition, and achieving the desired visual aesthetics.</li> <li>• Assisting with camera operations and managing camera data.</li> <li>• Assigning roles and responsibilities to camera assistants or trainees.</li> <li>• Supervising camera assistants during shoots to ensure efficiency and effectiveness.</li> <li>• Coordinating with the Director of Photography and Camera Operator to ensure seamless collaboration within the camera team.</li> <li>• Managing camera equipment stock: Keeping track of all camera gear, lenses, filters, and accessories owned or rented by the production.</li> <li>• Coordinating with the Camera Department Head to track inventory, place equipment orders, and handle returns or replacements as needed.</li> </ul>

	<ul style="list-style-type: none"> <li>Performing routine checks on cameras and accessories to identify technical issues and arrange for repairs or maintenance when necessary.</li> </ul>
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 26,690- 32,550 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance
Location	Thiruvananthapuram or Any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
<b>C-DIT/HR1- 30/3 /2025</b>	<b>Camera Assistant</b>
No. of Positions	4 (Four)
Maximum Age Limit	Not above 40 years
Educational Qualification & Experience	Plus Two or equivalent and Diploma / Certificate in Videography with Minimum 3 years of experience in Videography with reputed studios / institutions as Camera Assistant.(Diploma / Certificate issued by a reputed institution.)
Skills required	<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 Assistant in operating relevant equipment (Broadcast Cameras, DSLR, Gimbals etc.)</li> <li>Excellent theoretical knowledge of filming and capturing footage.</li> <li>Ability to understand and follow camera scripts.</li> <li>Setup all equipment before and after all events and practices</li> <li>Promoting safety in all filming duties.</li> <li>Maintenance of all equipment, Operating different kinds of cameras.</li> <li>Able to work in flexible timings schedule.</li> <li>Strong knowledge of camera and equipment, should be very quick towards creating a frame in live time, quick response to direction</li> <li>Good sense of light manipulation.</li> </ul>
Job Role	To assist the Camera person in Video Production
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 26,680-31,020 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram or Any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
<b>C-DIT/HR1-30/4 /2025</b>	<b>Light Assistant</b>
No. of Positions	2 (Two)
Maximum Age Limit	Not above 50 years
Educational Qualification & Experience	<p>Degree or Diploma in lighting design or lighting technology with <u>one year</u> of experience in studio lighting and film &amp;TV production</p> <p>OR</p> <p>Plus Two or equivalent and Diploma / Certificate in lighting with Minimum <u>three years</u> of experience in Videography with reputed studios</p>

	/ institutions as Camera Assistant or Light Assistant. (Diploma / Certificate issued by a reputed institution.) OR Class 10 with Minimum <u>five years</u> of experience in lighting with reputed studios / institutions as Camera Assistant or Light Assistant. (Diploma / Certificate issued by a reputed institution.)
Skills required	Thorough understanding of lighting equipment, such as various types of lights, lighting stands, diffusers, and gels, practical experience in setting up lighting for various video production scenarios, including indoor and outdoor shoots. Physically fit and able to perform these tasks safely and have good communication skill.
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
Desirable	Willing to work beyond office hours and holidays
Remuneration	Rs 21,120 – 25,750 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram or Any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
<b>C-DIT/HR1- 30/5 /2025</b>	<b>Assistant Video Editor cum Graphic Artist</b>
No. of Positions	3( Three)
Maximum Age Limit	Not above 45 years
Educational Qualification & Experience	Any Degree with Diploma in Video editing/ Graphics/ Animation/ Multimedia with One year of experience in Video editing/ Animation/ Graphics/ Multimedia from a reputed organization/ institute/ studio OR Any Degree with Certificate in Video editing/ Graphics/Animation with 2 years of experience in Video editing/ Animation/ Graphics/ Multimedia from a reputed organization/ institute/ studio OR Class 12 with Diploma in Video editing/ Graphics/ Animation/ Multimedia with 4 years of experience in Video editing/ Animation/ Graphics/ Multimedia from a reputed organization/ institute/ studio OR Class 10 with Certificate in Video editing/ Graphics/ Animation/ Multimedia with 6 years of experience in Video editing/ Animation/ Graphics/ Multimedia from a reputed organization/ institute/ studio
Skills required	<ul style="list-style-type: none"> <li>Hands-on experience with video editing software's – Premiere Pro &amp; Final Cut Pro</li> <li>Knowledge of graphics software's – Adobe Photoshop, After Effects &amp; similar</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience in multi camera online video editing</li> <li>• Ability to work within a timeline</li> <li>• Good Creative and artistic skills</li> <li>• Portfolio of completed productions</li> </ul>
Job Role	<ul style="list-style-type: none"> <li>• Edit and produce high-quality video content for various outreach campaigns. Identification of shooting requirements.</li> <li>• Preparation of audio- visual script.</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> <li>• Video editing as per the script in consultation with video producer.</li> </ul>
Desirable	Willing to work beyond office hours and holidays. Hand on experience in audio software's, audio recording and mixing
Remuneration	Rs 25,440 – 31,020 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram or Any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
<b>C-DIT/HR1-30/6/2025</b>	<b>Production Organiser</b>
No. of Positions	1 (One)
Maximum Age Limit	Not above 35 years
Educational Qualification & Experience	<p>Degree with three years of experience as Production Assistant in video production in a reputed studio or Production house.</p> <p style="text-align: center;">OR</p> <p>Class 12 or equivalent with five years of experience as Production Assistant in video productions in a reputed studio or Production house.</p>
Skills required	<ul style="list-style-type: none"> <li>• Ability to interact with different stakeholders in video production and associated activities.</li> <li>• Hands on experience in providing logistic support and financial management for video production, event coordination &amp; associated activities.</li> <li>• Familiarity with cameras, sound gears, lighting, and studio setups.</li> <li>• Basic knowledge of accounting software, Google Workspace / Microsoft Office.</li> <li>• Ability to prepare request/ letters for shooting related activities.</li> <li>• Strong communication and presentation skills.</li> </ul>
Job Role	<ul style="list-style-type: none"> <li>• Coordination and financial management of shooting and Post shooting of Video production &amp; AR/VR projects.</li> <li>• Preparation of draft copy of working budget.</li> <li>• Technical support for media, event, AR/VR show or digital productions.</li> <li>• Arranging shooting logistics, human resources and technical requirements.</li> <li>• Disbursement of payments.</li> <li>• Preparation of vouchers and settlement of payments.</li> </ul>
Desirable	Ability to work beyond office hours and holidays

Remuneration	Rs 27,990 – 32,550 per month (consolidated)
Period & Mode of Engagement	1 year on contract basis, extendable based on performance assessment
Location	Thiruvananthapuram or any location assigned within Kerala
Mode of Selection	Written Test/Interview or both
<b>C-DIT/HR1-30/7 /2025</b>	<b>Video Creator (Trainee)</b>
No. of Positions	4 (Four)
Maximum Age Limit	Not above 30 years
Educational Qualification	Degree or Plus Two / Diploma
Aptitude/Skills required	<ul style="list-style-type: none"> <li>• Good Understanding of mobile video production.</li> <li>• Shoot and edit engaging short-form videos (Instagram Reels, YouTube Shorts, etc.)</li> <li>• Basic Knowledge in mobile video editing apps (CapCut, VN, InShot, etc.)</li> <li>• Basic knowledge of Canva-based designs for thumbnails, posts, banners, etc.</li> <li>• Working understanding of various social media platforms and video content creation in multiple platforms.</li> <li>• Mobile videography and editing skills.</li> </ul>
Stipend	Rs 15,000 per month (consolidated)
Period of training	6 months to 1 year
Location	Thiruvananthapuram or Any location assigned within Kerala
Mode of Selection	Written Test/Interview or both

### **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. 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](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 13.10.2025, 5 PM.**

**(Sd/-) Registrar**

**C-DIT**