

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

Notification No.C-DIT/HR-03/2021 dated 13.09.2021

**Project Staff Required**

**C-DIT** is an autonomous scientific society functioning under the Dept. of Electronics & IT, Govt. of Kerala. Being a total solution provider to Govt. Departments, C-DIT undertakes various projects in Media Communication, IT/ITES, e- Governance and FMS, hologram security labels & documents, Digital transformation etc and also conducts various IT/ITES and media communication courses.

C-DIT, the State Level Agency, invites applications from eligible candidates for the following technical positions on contract basis with consolidated remuneration for the project of implementation and IT support in the offices of the Election Department, Government of Kerala.

Sl No.	Name of Post	Qualification and Experience	No. of Positions	Roles and Responsibilities	Place of Deployment
1	System Administrator	1) B Tech in Computer Science/ IT or MCA.  2) 5 years experience in handling state wide Government IT related projects.  3) Experience in handling Windows and LINUX Servers .	1	State wide coordination of project	Office of the Chief Electoral Officer, Thiruvananthapuram
2	Assistant System Administrator	1) B Tech in Computer Science/ IT or MCA.  2) 3 years experience in handling state wide Government IT related projects.  3) Hands-on experience in Windows and Ubuntu Linux	2	Assisting System Administrator and charge of District Level coordination	Office of the District Election Officer (DEO), Ernakulam & Kozhikode
3	Technical Assistant (Hardware)	1) 3 year Engineering Diploma in CS/IT/Electronics.  2) 2 years of experience in Computer Hardware	1	Maintenance of Computer Hardware in Election Department	Office of the Chief Electoral Officer

		Maintenance.  3) Hands-on experience in Windows and Ubuntu Linux.			
4	Technical Assistant (General)	1) 3 year Engineering Diploma in CS/IT/Electronics.  2) 2 years experience in system support, data processing and networking  3) Hands-on experience in Windows and Ubuntu Linux.	3	Technical support to Election Department	Office of the Chief Electoral Officer
5	Technical Assistant (Social Media)	1) 3 year Engineering Diploma/Any Degree.  2) 2 year experience in Social media handling for an institution.  3) Hands-on experience in Windows and Ubuntu Linux	2	Handling of Social Media & Website of Election Department as per the directions of the Election Department	Office of the Chief Electoral Officer
6	Technical Assistant	1) 3 year Engineering Diploma in CS/IT/Electronics.  2) 2 years experience.  3) Hands-on experience in Windows and Ubuntu Linux.	14 + 73	Technical support to Election Department	Office of the District Election Officers  AND  Office of the Electoral Registration Officers

**General Conditions/ Instructions:**

1. Candidates should read the instructions thoroughly and ensure that they possess the required eligibility conditions, qualification and experience in the relevant domains prescribed in the notification before applying for any post.
2. 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.
3. **Those previously engaged by any other State Level Agency for the Election Department are not eligible to apply for any of the above Posts.**

4. The period of engagement will be initially for a period of one year, which may be extended further based on the performance assessment, if there are further requirements.
5. 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.
6. 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.
7. 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 at the time of joining. If any discrepancy is found in the application and documents, the offer letter shall be cancelled and the candidate will be disqualified.
8. Selected candidates have to produce Police Clearance Certificate (PCC) at the time of joining.
9. 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.
8. Inclusion of the candidate in the of the shortlist / provisional list is not a claim for engagement in the project.
9. No TA/DA will be provided to the candidates at any stage of the recruitment process.
10. Canvassing in any form will lead to disqualification.

#### How 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, failing which the application may be treated as incomplete or could be rejected.
- Applicants should complete the online registration first and upload necessary documents. Then the application shall be finally submitted after verifying the details. Changes if any, can be made only before final submission.
- Applications forwarded through any other means including post, fax or e-mail will not be entertained.
- 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](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.
- Shortlisted candidates only will be eligible for the written test/skill test/interview.
- Candidates will be shortlisted for interview based on the preliminary evaluation of the written/skill test.
- Guidelines and instruction for skill test and interview will be available in the portal [www.careers.cdit.org](http://www.careers.cdit.org).

- 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.
- Original certificates need to be produced during verification, before joining. If any discrepancy is found, offer letter shall be canceled and candidate will be disqualified.
- Applicant should furnish documentary proof, in case equivalent courses.

**The closing date of submission of online application is 22<sup>nd</sup> September 2021**

**Sd/-  
Registrar**

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