

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

Notification No.C-DIT/HR1-21/2024 dated 30.12.2024

**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, Digitisation and Digital Transformation Production of Hologram security documents of 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 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 positions, in the 'Ente Keralam' project with consolidated remuneration as per the terms and conditions specified.

Sl No.	Name of post /position	No . of positions	Pay Range
<b>C-DIT/HR1-21/1</b>	Creative Team Head	1	80000 - 1,00,000
<b>C-DIT/HR1-21/2</b>	Research Associate	12	44,000 - 80,000
<b>C-DIT/HR1-21/3</b>	Manager (Communication)	2	40 000 – 75 000
<b>C-DIT/HR1-21/4</b>	Designer (Creative)	2	40 000 – 75,000
<b>C-DIT/HR1-21/5</b>	Video Editor	2	40,000 – 75,000
<b>C-DIT/HR1-21/6</b>	Content Creator	2	35,000 – 60,000
<b>C-DIT/HR1-21/7</b>	Photographer	2	30,000 – 60,000
<b>C-DIT/HR1-21/8</b>	Videographer	2	35,000 – 70,000

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/HR1-21 /1</b>	<b>Creative Team Head</b>
No. of Positions	1 (One)
Upper Age Limit	50 years.
Educational Qualification	<b>Mandatory:</b> Master's degree in Management, Technology, Design, Media Studies, Marketing or a related field preferred.

<b>Experience</b>	Minimum of 3 years of experience in a creative leadership role, preferably in public sector projects.
Skills/ Expertise	Proficiency in design and multimedia tools, with a strong portfolio of work. Proficiency in project management, managing client relationships and budgeting
Key Responsibilities	Lead the Creative Team, overseeing the production of visuals, videos, and promotional materials for various campaigns. Collaborate with the Research & Strategy Unit to turn insights into engaging visual content. Ensure brand consistency across all creative assets and messaging platforms.
Remuneration	Rs. 80,000 to 1,00,000 per month depending on the qualification and experience. (C-DIT reserves the right to offer higher compensation to deserving candidates)
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/HR1-21 /2</b>	<b>Research Associate</b>
No. of Positions	12 (Twelve)
Upper Age Limit	50 years.
Educational Qualification	<b>Mandatory:</b> Master's degree in Science /Arts/ Social Sciences / Environmental Studies / Business Administration / Public Administration / Technology <b>Desirable:</b> MPhil/PhD in the above disciplines.
Experience	Minimum of 2 years of research/ outreach experience in the area related to public policy or strategic communication.
Skills/ Expertise	Strong analytical skills and proficiency with data analysis tools.
Key Responsibilities	Conduct data-driven research to evaluate the impact of government projects on diverse communities. Generate evidence-based insights to inform public outreach strategies, focusing on climate action, development, welfare schemes and infrastructure. Collaborate with the Creative Team to shape messages aligned with research findings. Create reports based on media monitoring and trend analysis
Remuneration	Rs.44,000 to 80,000 p.m depending upon the qualification and experience.(C-DIT reserves the right to fix the remuneration and /or offer higher compensation to the deserving candidates)
Period & mode of Engagement	Initially one year on contract basis, extendable based on performance assessment.
Location / Posting	Thiruvananthapuram or any location assigned within Kerala
<b>C-DIT/HR1-21 /3</b>	<b>Manager (Communication)</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<b>Mandatory:</b> Any Bachelors Degree from a recognized institute/ University <b>Desirable:</b>

	Masters Degree from a recognized institute/ University
Experience	Minimum of two years of experience in social media management or community engagement.
Skills/ Expertise	Strong communication skills, with proficiency in Malayalam and English.
Key Responsibilities	Engage with citizens on social media platforms, managing feedback and gathering insights. Support citizen engagement efforts by coordinating two-way communication between the public and government.
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
<b>C-DIT/HR1-21 /4</b>	<b>Designer (Creative)</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<b>Mandatory:</b> Bachelor of Fine Arts (BFA) from a reputed institution OR Degree with Multimedia / Graphic Designing as one of the subjects  <b>Desirable:</b> Masters Degree from a recognized institute/ University in any discipline.
Experience	Minimum of two years of experience in design, with proficiency in using design software (e.g., Adobe Creative Suite).
Skills/ Expertise	Strong portfolio showcasing digital design work, Page layout, Character Animation, Motion Graphics, Whiteboard Animation, Poster Designing, Logo Design, Typography
Key Responsibilities	Create visual assets for digital campaigns, including infographics, banners and promotional material. Ensure consistency in design aesthetics across all platforms.
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
<b>C-DIT/HR1-21 /5</b>	<b>Video Editor (Visual Content)</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<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. <b>Desirable:</b> Masters Degree from a recognized institute/ University in any discipline.
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	Hands-on experience with editing software's – Premiere Pro & Final Cut Pro X Knowledge of Photoshop, After Effects and similar software Experience in multi-camera online video editing Ability to work within a timeframe Good Creative and artistic skills. Familiarity with motion graphics, composition and special effects. (Portfolio of completed productions should be produced if selected for interview).
Key Responsibilities	Edit and produce high-quality video content for various outreach campaigns. Collaborate with the Creative Team to ensure that video content aligns with project objectives. Research of topics Preparation of audio- visual script. Identification of shooting requirements Technical and creative lead in shooting and post shooting activities. Interact with different stakeholders in preparation of respective projects. Functions as lead in the entire life cycle in the production of video Preparation of synopsis and treatment of the video.
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
<b>C-DIT/HR1-21 /6</b>	<b>Content Creators</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<b>Mandatory:</b> Any Bachelors Degree from a recognized institute/ University <b>Desirable:</b> Masters Degree from a recognized institute/ University
Experience	Minimum of two years of experience in content writing for multiple platforms (Websites/ Web Portals) including Social Media platforms.
Skills/ Expertise	Strong writing, editing, and storytelling skills; proficiency with content management systems.
Key Responsibilities	Develop engaging content, including articles, social media posts and multimedia pieces, aligned with SSCT's communication goals. Coordinate with Social Media Strategists to ensure messaging consistency across platforms.
Remuneration	Rs. 35,000 to 60,000 p.m 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/HR1-21 /7</b>	<b>Photographer</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<b>Mandatory:</b> Any Degree with qualification in Photography

	(Diploma or certificate issued by a reputed institution) OR 12 <sup>th</sup> class and Diploma in photography from recognized institute. <b>Desirable:</b> <i>Masters Degree from a recognized institute/ University in any disciplines.</i>
Experience	Minimum of Two years' experience as camera person /photographer with a good portfolio of the original works
Skills/ Expertise	Knowledge of Photoshop, or similar software Experience in image editing Ability to work within a timeframe. Good Creative and artistic skills.
Key Responsibilities	Capture high-quality images for use in outreach materials and documentation of government projects. Work with the Creative Team to deliver visual assets that reflect Kerala's development initiatives.
Remuneration	Rs. 30,000 to 60,000 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/HR1-21 /8</b>	<b>Videographers ( Production Specialist)</b>
No. of Positions	2 (Two)
Upper Age Limit	50 years.
Educational Qualification	<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 <b>Desirable:</b> <i>Masters Degree from a recognized institute/ University in any disciplines.</i>
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	Should be proficient in handling the latest cameras and also should know about the accessories. Proven experience as a camera person and operating relevant equipment (Broadcast Cameras, DSLR, Gimbals etc.) Excellent theoretical and practical knowledge of videography and capturing footage. (Familiarity in photography/videography using droner is desirable). Ability to understand and follow camera scripts. Able to work in flexible time schedule Strong knowledge of camera and related equipment. Should be capable of creating a frame in live time in quick response to direction or Good sense of light manipulation
Key Responsibilities	Record video footage of government projects and citizen engagement activities. Work with Video Editors and Content Creators/Directors to ensure cohesive visual storytelling.

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

## 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 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 no of applications, C-DIT / PRD will decide the selection process which may include skill test/ interview (multiple levels) and or written test/ group discussion 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 centres 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) ***from 03.01.2025***
- 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 of Rs.500/- (incl .GST) shall be remitted in the online link to C-DIT bank account to be provided . Final submission of applications will be enabled only after remittance of fees.
- 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 15 January -2025, 5.00 PM**

**(Sd/-) DIRECTOR**